

# **FORT GORDON STUDY GUIDE**

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## **APPEARING BEFORE A BOARD**

1. For a promotion board, know all the duties of your MOS and your recommended MOS. This information can be found in AR 611-201.
2. Review your records prior to the promotion board:
  - a. Review your EERB (and/or DA Forms 2A/2-1) and your 201 file to ensure they are up to date and accurate. You will also be informed of your administrative promotion points at this time.
  - b. This review is usually done on an appointment basis. Failure to attend the prescribed appointment may result in your name being withheld from consideration. It is imperative that you take all sub-course completion certificates, course/school completion certificates, decorations, awards and anything else that may give you points. If you have college credit, take a copy of your transcript to verify your credit hours. If you have passed any CLEP/DANTES/SAT/ACT/PEP tests, a copy of the results are needed.
3. Ensure your uniform is within the standards prescribed in AR 670-1. All patches must be correct and all decorations, badges, crests, etc. must be exact.
4. For awarding of promotion points, refer to AR 600-8-19.
5. For the Post NCO/Soldier Boards, points will be awarded for the following areas:
  - a. Board Performance- 260 (max)
  - b. Appearance- 25 (max)
  - c. Awards & Decorations- 25 (max)
  - d. Brass (polished/positioned)- 25 (max)
  - e. Bearing/Confidence- 25 (max)
  - f. Reporting to the President- 25 (max)
  - g. Hand Salute- 25 (max)
  - h. Position of Attention- 25 (max)
  - i. Facing Movements/Dismissal- 25 (max)
  - l. Military/Civilian Courses (current)- 5 (max)

### **ADMINISTRATIVE POINTS for PROMOTION BOARDS**

The promotion system is used to promote qualified soldiers. The cut-off score for your particular MOS is dependent upon many factors. Actual by-grade strengths, budgetary limitations on numbers of soldiers authorized by Congress in each grade and gains/losses to each grade affect the Army's promotion capability. Generally, the number promoted is less than the number eligible, making promotions highly competitive. Therefore, it is important to know how the system works in order to avoid unnecessary set backs in an otherwise promising career.

There are 800 total points that can be awarded when evaluated for SGT and SSG. Of those, 650 are available from administrative points and 150 from the board. Although preparation for the board is necessary, keep in mind that 75% of your possible points do not come from the board.

Nominated, by your supervisor, is a must prior to your attendance at a board. Eligibility and procedures are outlined in AR 600-8-19. Upon nomination, your administrative points will be calculated and it is your responsibility to ensure your records are updated accordingly.

### **REPORTING to the BOARD**

1. When reporting to the board:

- a. Knock (3) times (loudly) and enter when instructed.
- b. Upon entering, march, in the most direct route, so as to center yourself on the president of the board (approximately 2 feet in front of the table).
- c. Render the hand salute and state "(rank and name) reports to the president of the board". Hold your salute until the president returns it (make all movements sharp). Do not take your seat until told to do so.
- d. After you are seated, the president will welcome you and tell you not to be nervous and to relax. However, remember your military bearing and sit at attention. The board is giving you points for bearing, so don't slouch or do anything that could be construed as "non-military". The sharper you look and act, the more points you receive.

2. In response to board members' questions:

- a. Begin all statements to the board members with the board member's title (i.e. Sergeant Major, First Sergeant, etc.).
- b. If you do not know an answer simply state, "SGM, I do not know the answer to the question". You can state the reference if known. Do not say that you are "sorry" if you do not know the answer.
- c. Speak loudly and clearly. Should your voice begin to waver because you're nervous, raising it will often help to steady your voice.
- d. Direct your answers to the person asking you the question; maintaining eye contact the entire time.
- e. If you do not understand the question, simply ask the board member to repeat or rephrase the question.
- f. Do not mumble or begin your answers with an "uh", "I think", or "I believe...". This indicates indecisiveness and could cost you points.
- g. Do not display mannerisms such as rolling your eyes, sighing or making extreme hand gestures. Do not shuffle your feet or "talk" with your hands.
- h. It is helpful to restate the question in your answer.

3. Remember, the board members are not out to discourage or frighten you. They understand that you are nervous and uncomfortable and will do their utmost to put you at ease. Do not forget that enlisted members of the board were in shoes as junior soldiers.

4. After all members have completed their questioning, your attention will be returned to the president. After thanking you for appearing before the board, he/she will dismiss you. At this point, you will rise and

stand at attention and render the hand salute. Do not drop the salute until it is returned. Be sharp and remember your military bearing. Even upon your departure, you are being evaluated.

## **ALCOHOL & DRUG ABUSE PREVENTION & CONTROL PROGRAM** **(AR 600-85)**

1. What are the objectives of the ADAPC Program?

- a. Prevent alcohol and other drug abuse**
- b. Identify abusers as early as possible**
- c. Restore abusers to duty or identify rehabilitation failures for separation**

2. What is meant by "de-glamorization" of alcohol?

**Personnel will not promote any function glamorizing the use of alcohol through drinking contests, games, initiations, or the awarding of alcoholic beverages as prizes in contests.**

3. What is self-identification?

**A soldier recognizes that he/she has a problem and asks for assistance (this is the most desirable method).**

4. What is command identification?

**The commander becomes aware of a soldier performance, conduct, interpersonal relations, physical fitness, or health appears adversely affected because of alcohol/drug abuse.**

5. What is biochemical identification?

**A positive urinalysis in a drug screening test**

6. What are the objectives of biochemical testing?

- a. Early identification of drug abuse**
- b. Deterrence of experimental/casual drug use**
- c. Monitor rehabilitation progress as part of the rehabilitation plan**
- d. Development of data on prevalence of drug use in the Army**

7. What are the objectives of the rehabilitation program for military personnel?

- a. Restore identified personnel to effective duty**
- b. Identify personnel who cannot be rehabilitated**

8. What is ADAPT and what does it provide?

**It is Alcohol and Drug Abuse Prevention Training (formerly known as TRACK I). This is an educational program provided to personnel which have a diagnosis of substance abuse and their use is isolated. It is a mandatory 16-hour program.**

9. What does the outpatient treatment program provide for?

**It is an individual, group, or family counseling program on a non-resident basis (formerly known as TRACK II). It is designed for individuals identified as substance abusers and lasts for a minimum of 30 days, 60-90 days for occasional users, and 360 days for dependent users.**

10. What is the objective of the Exemption Policy?

**To facilitate the effective identification, treatment, and rehabilitation by eliminating the barriers of successful communication between abusers, counselors, and physicians.**

11. What does the Inpatient Treatment Program provide for?

**It is a one year program with the first six to eight weeks consisting of hospitalization (formerly known as TRACK III). This program is designed for serious substance abusers or chronic dependency.**

12. What is drug abuse?

**The illegal, wrongful, or improper use of any narcotic substance, to include cannabis, or its derivative, or any other controlled substances or dangerous drugs (this also includes the misuse of prescribed medications).**

13. Who is responsible for the ADAPC Program?

**The Commander**

14. The commander must conduct a briefing within how many days upon arrival?

**Seven**

15. How often should the commander visit the Community Counseling Center?

**Once a month (at a minimum)**

16. The Battalion ADCO must do what?

- a. Monitor the battalion urinalysis program**
- b. Ensure units receive quotas and are meeting these quotas**
- c. Ensure the units turn in urine**
- d. Conduct pre-inspections**

17. When must the unit commander/first sergeant meet with the Community Counseling Center?

**Within 60 days of assuming his/her duties**

18. What does the CG Policy Letter # 10 address?

**The use or abuse of illegal drugs**

19. Who can issue a command direct?

**The commander**

20. Should there be a primary and alternate school trained ADCO?

**Yes**

21. Should a bulletin board be dedicated only to ADAPCP?

**Yes**

22. Should the unit maintain a memo of observers showing they have been briefed on their responsibilities?

**Yes**

23. How many different kinds of urine bottles are used?

**Two**

24. Can the commander refer an individual when identified as a possible alcohol or drug abuser?

**Yes**

25. Should the commander advise possible alcohol and drug abusers of their rights when initiating a referral?

**Yes**

26. Where should urine bottles and DA Forms 5180-R be stored?

**In a secure area with limited access**

27. Should unit UDA's be screened with a crime records check?

**Yes**

28. What rank is authorized to collect urine samples?

**SGT and above**

29. How must an observer perform his/her duties?

**Direct observation- direct line of sight to watch the flow of urine into the bottle**

30. What Army publication applies to alcohol and drug abuse?

**AR 600-85**

31. What does the acronym "ADAPCP" stand for?

**Alcohol and Drug Abuse Prevention and Control Program**

32. How are drug abusers identified?

- a. Self-referral**
- b. Command identification**
- c. Biomedical identification**
- d. Medical identification**
- e. Investigation/apprehension**

33. What percentage of blood alcohol makes a soldier unfit for duty?

**.05 or higher**



## **ARMY PROGRAMS**

1. What Army program can offer an interest-free loan or grant to families in unexpected emergency financial situations?

### **Army Emergency Relief (AER)**

2. Who is eligible to use AER?

### **All active duty and retired personnel and their families**

3. Where should active duty soldiers seeking AER assistance begin?

### **The unit commander**

4. Which Army program can aid military families experiencing stress and possible domestic violence?

### **The Army Family Advocacy Program**

5. Which Army program provides information, referral, advocacy, and support services for those military families with handicapped family members?

### **The Exceptional Family Member Program**

6. Where can a soldier go to obtain a power of attorney?

### **The Legal Assistance Office**

7. What Army program assists individuals being separated from government service to integrate into civilian life?

### **The Army Career and Alumni Program (ACAP)**

8. What does the acronym "DEERS" stand for and what is its purpose?

**The Defense Enrolled Eligibility Reporting System is designed to identify eligible military dependents and is used to secure identification cards for them.**

9. What Army program is available to assist soldiers with drug and/or alcohol dependency?

### **The Army Alcohol and Drug Prevention Control Program (ADAPCP)**

10. Where should a soldier seeking assistance from ADAPCP go to obtain help?

### **Community Counseling Center**

11. What are some of the services the Red Cross provides?

- a. Disaster assistance**
- b. Emergency financial assistance**
- c. Emergency communications between soldiers and their families**
- d. Reporting service for emergency leave purposes**
- e. Counseling for personal and family problems**

12. Where would an individual seeking training/certification in CPR go for assistance?

**The American Red Cross**

13. Name six Army programs available to military dependents and retired personnel.

- a. **TRICARE**
- b. **Army Community Service (ACS)**
- c. **Red Cross**
- d. **Army Emergency Relief (AER)**
- e. **Alcohol and Drug Abuse Prevention and Control Program (ADAPCP)**
- f. **Morale, Welfare, and Recreation Activities (MWR)**

14. Where can a soldier go to receive free tax preparation?

**The unit tax advisor or the ACS office**

15. Where can a soldier obtain information about volunteer opportunity on the installation?

**The Community Life Center**

16. Where would a soldier go for marriage enrichment seminars?

**The Family Life Center (see unit Chaplain)**

**BASIC RIFLE MARKSMANSHIP**  
**FM 23-9**

1. What are the five steps in clearing the M16A2?
  - a. **Place the weapon on safe**
  - b. **Remove the magazine**
  - c. **Lock the bolt to the rear**
  - d. **Check the receiver and chamber areas for ammunition**
  - e. **With the selector lever on safe, allow the bolt to ride forward by pressing the upper portion of the bolt catch**
2. What are some characteristics of the M16A2?
  - a. **7.78 lbs. without the magazine and sling**
  - b. **8.48 lbs. with a 20-round magazine**
  - c. **8.79 lbs. with 30-round magazine**
3. What is the maximum effective range of the M16A2?
  - a. **Point targets: 550 meters**
  - b. **Area targets: 800 meters**
4. What are the eight function steps?
  - a. **Feeding**
  - b. **Chambering**
  - c. **Locking**
  - d. **Firing**
  - e. **Unlocking**
  - f. **Extracting**
  - g. **Ejecting**
  - h. **Cocking**
5. "SPORTS" is what type of technique?

**It is a technique for assisting the soldier in learning the proper procedures for applying immediate action to the M16A1/A2 rifles.**
6. What are the two basic firing positions?
  - a. **Supported firing position**
  - b. **Prone unsupported firing position**
7. Name four firing techniques.
  - a. **Steady position**
  - b. **Steady aim**
  - c. **Breath control**
  - d. **Trigger squeeze**
8. What are the three principles of night vision?
  - a. **Dark adaptation**

- b. Off-center vision**
- c. Scanning**

9. What are the three major components of the M16A2?

- a. Upper receiver**
- b. Lower receiver**
- c. Bolt carrier group**

10. What are the three major categories of malfunction?

- a. Failure to feed, chamber, or lock**
- b. Failure to fire cartridge**
- c. Failure to extract and eject**

11. Define suppressive fire.

**Combat rifle fire used to suppress enemy personnel or weapons positions.**

12. How is the M16A2 mechanically zeroed?

**Align the rear sights' windage mark of the 0-2 aperture with the centerline of the windage scale. Rotate the elevation knob until the range scale, 8/3 scale, is aligned with the mark on the left side of the receiver. Rotate the front sight post, up or down, until the base of the post is flush with the top of the sight post well.**

13. Name three advanced firing positions.

- a. Alternate prone position**
- b. Kneeling supported position**
- c. Kneeling unsupported position**
- d. Standing position**

14. What are the four phrases of marksmanship training?

- a. Preliminary rifle instruction**
- b. Downrange feedback range firing**
- c. Field firing on train-fire ranges**
- d. Advanced and collective firing exercises**

15. Name three different ways to direct weapons fire.

- a. Aim using sights**
- b. Weapon alignment**
- c. Instinct**
- d. Bullet strike**
- e. Use tracers to direct the fire**

16. What is sight alignment?

**The front sight post is centered within the center of the rear sight aperture**

17. What is a sight picture?

**The sight picture includes two basic elements: sight alignment and proper placement of the aiming point.**

18. What are the two types of disassembly?

- a. Field stripping**
- b. Detail stripping**

19. What is the definition of cyclic rate of fire?

**The rate at which a weapon fires on automatic**

20. What is the definition of sustained rate of fire?

**Sustained rate of fire is the actual rate of fire that a weapon can continue to deliver for an indefinite length of time without seriously overheating.**

21. What is the definition of stoppage?

**It is the failure of an automatic or semiautomatic firearm to extract or eject a spent case or to load or fire a new round.**

22. What is immediate action?

**Immediate action is the unhesitating application of a probable remedy to reduce a stoppage without investigating the cause.**

23. What is a malfunction?

**A malfunction is an unplanned cessation of fire due to a stoppage caused by a mechanical failure of the weapon, magazine, or ammunition.**

24. Define maximum range.

**It is the greatest distance that a weapon can fire.**

25. What is remedial action?

**It is the continuing effort to determine the cause for the stoppage and applying a remedy to clear the stoppage once it has been identified to return the weapon to operation.**

## **BATTLE-FOCUSED TRAINING**

### **FM 25-101**

1. What is battle-focused training?

**Battle focused training is a concept used to derive peacetime training requirements from wartime missions.**

2. What is Battle-focused training?

**Battle focus training is a concept used to derive peacetime training requirements from wartime missions.**

3. What does the acronym "METL" stand for?

**Mission Essential task List**

4. What is the METL development process?

**The METL development process is war plans, external directives, and commander analysis.**

5. What is the lowest level unit that prepares the METL?

**The company level**

6. What are pre-combat checks?

**Pre-combat checks are detailed final checks that all units conduct before and during combat operations.**

7. Describe pre-execution checks.

**Pre-execution checks are the informal planning and detailed coordination conducted during preparation for training.**

8. Name four of the training principles.

- a. **Train as you fight**
- b. **Use appropriate doctrine**
- c. **Use performance-oriented training**
- d. **Train to challenge**
- e. **Train as combined arms and service teams**
- f. **Train to sustain proficiency**
- g. **Train using multi-echelon techniques**
- h. **Train to maintain**
- i. **Make commanders primary trainers**

9. Who is the primary trainer in a unit?

**The commander**

10. What is meant by performance-oriented training?

**Training that involves learning by doing**

11. What are the two types of training assessments?

- a. **Testing**
- b. **ARTEPS**

12. What is opportunity training?

**Training that is conducted by section, squad, team, or crew level leaders which is pre-selected, planned, and rehearsed but not executed until unexpected training time becomes available.**

13. What is an after action review (AAR)?

**An AAR is a review of training that allows soldiers, leaders, and units to discover for themselves what happened during the training and why.**

14. Name two types of AARs.

- a. **Formal**
- b. **Informal**

15. Why is an AAR not a critique?

**An AAR does not determine the success or failure of a particular event.**

16. What method do leaders use to assess soldier, leader, and unit proficiency?

#### **Evaluations**

17. Name the four types of evaluations.

- a. **Formal**
- b. **Informal**
- c. **External**
- d. **Internal**

18. Describe the elements of a formal evaluation.

**They are usually scheduled on long or short-range calendars (i.e. ARTEPS) and are sometimes unannounced (i.e. EDRE).**

19. What are the three methods used to present training to soldiers?

- a. **Lecture**
- b. **Conference**
- c. **Demonstration (preferred method)**

20. What are the three types of training plans?

- a. **Long range**
- b. **Short range**
- c. **Near term**

21. What level of a unit makes up short-range plans?

**Battalion level or higher**

22. What does "T", "P", and "U" stand for as related to the commander's assessment of training proficiency?

- a. **"T": trained**
- b. **"P": needs practice**
- c. **"U": untrained**

23. Explain the time management system.

- a. **Green cycle: prime mission training**
- b. **Amber cycle: mission**
- c. **Red cycle: support**

24. What are the seven battlefield operating systems (BOS)?

- a. **Intelligence**
- b. **Maneuver**
- c. **Fire support**
- d. **Air defense**
- e. **Combat service support**
- f. **Command and control**
- g. **Mobility/counter-mobility/survivability**

25. What does the acronym "METT-T" stand for?

**Mission, enemy, terrain, troops, and time available**

26. What FM would you find information on a leader's book?

**FM 25-101, appendix B**

27. The unit leader development program consists of three phases. What are they?

- a. **Reception and integration**
- b. **Basic skill development**
- c. **Advanced development and sustainment**

28. Who does the NCO train?

**The individual soldier**

29. What are the steps of the training ladder?

- a. **Collective training**
- b. **Leader training**
- c. **Individual training**



## **CHAIN OF COMMAND**

Commander in Chief (the President)

Secretary of Defense

Secretary of the Army

Army Chief of Staff

MACOM Commander

Center/Post Commander

Brigade or Hospital Commander

Battalion or Troop Commander

Company Commander

## **NCO SUPPORT CHANNEL**

Sergeant Major of the Army

MACOM Sergeant Major

Center/Post Sergeant Major

Brigade or Hospital Sergeant Major

Battalion or Troop Sergeant Major

Company First Sergeant

## **CODE OF CONDUCT**

### **(AR 350-30)**

**ARTICLE I:** I am an American, fighting for the forces which guard my country and our way of life. I am prepared to give my life in their defense.

**ARTICLE II:** I will never surrender of my own free will. If in command, I will never surrender my men while they still have the means to resist.

**ARTICLE III:** If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

**ARTICLE IV:** If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information nor take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey lawful orders of those appointed over me and will back them up in every way.

**ARTICLE V:** When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies which is harmful to their cause.

**ARTICLE VI:** I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

1. When was the Code of Conduct established?

**17 August 1955 by Executive Order 10631 (amended 1988)**

2. Who does the Code of Conduct apply to?

**All members of the U.S. Armed Forces at all times**

3. If captured, what is your priority?

**Attempt to escape**

4. When questioned, what is a prisoner of war required to give?

**Name, rank, service number, date of birth**

5. What is the Code of Conduct?

**It is the ethical guide that governs behavior when you must evade capture, resist while a prisoner, or escape from the enemy.**

6. How many articles are found in the Code of Conduct?

**Six**

7. What are the three personal values that will sustain you in surviving captivity should you be captured?

**Courage, dedication, and motivation**

8. Who was the first person to proclaim the Code of Conduct?

**President Dwight D. Eisenhower**

9. What did the former President Ronald Reagan do to the Code of Conduct in May 1988?

**He amended the Code with language that is gender neutral.**

10. As an "individual", may a member of the Armed Forces voluntarily surrender?

**No**

11. Name the AR which supports the Code of Conduct.

**AR 27-10 (Uniform Code of Military Justice)**

12. Which of the six Articles makes a POW legally bound by UCMJ?

**Article III**

13. Which Article assures that a POW's pay allowances as well as the benefits for dependents, continues while the service member is detained?

**Article VI**

14. Name four actions that every POW should resist.

- a. Making oral or written confessions**
- b. Answering questionnaires**
- c. Providing personal histories**
- d. Appealing for surrender**

15. Although first expressed in written form in 1955, the Code of Conduct is based on time honored concepts and traditions that date back to what period?

**The American Revolution**

16. True or false: the senior in command, regardless of service, must accept command when captured.

**True**

17. Once a POW is repatriated, what can a POW expect regarding their actions and conduct while they were a POW?

**The POW can expect a review of the circumstances regarding their capture and their conduct while detained.**

18. When evasion is impossible and further fighting would lead only to death with no significant loss to the enemy, an individual may surrender according to what Article?

**Article II**

19. According to Article IV of the Code of Conduct, what is the key to camp organization, resistance, and survival?

**Discipline**

20. Article VI of the Code of Conduct states that you will trust in two things, what are they?

**God and Country**

21. Under the Code of Conduct, when is a commander allowed to surrender the members of his/her command?

**When they no longer have the means to resist**

22. Under the Code of Conduct, if you become a prisoner of war and you are the senior individual, what must you do?

**Take command**

23. Under the Code of Conduct, what must you never accept from the enemy should you become a prisoner of war?

**Parole nor special favors**

24. What is the purpose of the Code of Conduct?

**It outlines the basic responsibilities and obligations of all members of the Armed Forces of the United States.**

25. If you are not senior, what are your responsibilities should you become detained under the Code of Conduct?

**To obey the lawful orders of those appointed over you and back them in every way**

26. According to the Code of Conduct, you will keep the faith in who?

**Fellow prisoners**

## **COMBAT SKILLS of a SOLDIER**

**(FM 21-75)**

1. What is concealment?

**Protection from enemy observation (it may be neutral or artificial)**

2. What is an observation post?

**A fixed location from which the activities in a particular area are watched, providing early warning of enemy approach**

3. What are the five "S's" concerning prisoners of war?

- a. Search**
- b. Segregate**
- c. Silence**
- d. Safeguard**
- e. Speed**

4. How many paragraphs are there in an Operation Order? What are they?

**Five; situation, mission, execution, service and support, command and signal**

5. What are the precedents for sending a message?

- a. Routine**
- b. Priority**
- c. Immediate**
- d. Flash**
- e. Flash override**

6. What does the acronym "SOI" mean?

**Signal Operating Instructions**

7. What are the two manuals a soldier is responsible for knowing?

- a. The Soldier's Manual of Common Tasks**
- b. The Soldier's Manual for MOS**

8. What are the three basic rules of camouflage?

- a. Take advantage of all available natural concealment**
- b. Alter the form, shadow, texture, and color of objects**
- c. Camouflage against air and ground detection**

9. What is the purpose of a reconnaissance patrol and why is this patrol important?

**The patrol provides the commander with timely, accurate information on enemy and terrain and is vital in making tactical decisions.**

10. Proper use of terrain can contribute to mission accomplishment. A good way to remember what to look for during terrain evaluation is to use the keyword "OCOKA". What does "OCOKA" stand for?

**O: Observation and field of fire**  
**C: Cover and concealment**  
**O: Obstacles**  
**K: Key terrain**  
**A: Avenues of approach**

11. What is a range card?

**A rough sketch of the terrain around a weapon position.**

12. What must the range card depict?

- a. Sectors of fire**
- b. Prominent terrain features**
- c. Weapons symbols**
- d. Marginal data**
- e. Targets and range to them**
- f. Final Protective Line (FPL)**
- g. Principal direction of fire (PDF)**

13. In a combat situation, if you are separated from a patrol or large unit, what becomes your mission?

**To rejoin your unit**

14. What is meant by the term "SERES"?

**S: Survival**  
**E: Evasion**  
**R: Resistance**  
**E: Escape**  
**S: Security**

15. What is the planning range of the SINCGARs radio?

- a. Low range-300 m**
- b. Medium power-4 km**
- c. High power-8 km**
- d. PA-35 km**

16. Describe the SC and FH setting on the SINCGARs radio.

- a. SC: single channel (one frequency used)**
- b. FH: frequency hop (radio changes frequencies more than 100 times per second)**

17. What colors are used in camouflage?

- a. Sand and light green for desert and dry areas**
- b. Loam and white for snow covered terrain**
- c. Loam and light green for vegetated areas**

18. Where are the primary and secondary sectors of fire?

- a. Primary: to the oblique of your position**
- b. Secondary: to the front**

19. What do trenches provide?

**Trenches provide a covered route between positions.**

20. In addition to walking, what are the other three methods of movement?

- a. Low crawl**
- b. High crawl**
- c. Rush**

21. Which method of movement is the fastest way to move from one position to another?

**The rush**

22. What are the considerations for camouflage?

**Movement, position, outlines and shadows, shine, shape, colors and dispersion**

23. What are some things to look and listen for during enemy observation?

- a. Sound**
- b. Dust or vehicle exhaust**
- c. Movement**
- d. Position**
- e. Outlines or shadows**
- f. Shine or glare**
- g. Contrasting colors**

24. What three things should be considered when selecting a temporary fighting position?

- a. Select one that allows good observation**
- b. One that provides good field of fire**
- c. One that provides cover and concealment**

25. Reacting to flares at night, what should you do?

- a. Close one eye**
- b. Assume the prone position**
- c. Move from illuminated area**
- d. Continue the mission**

26. If the M72A LAW does not have the words "with coupler" on the data plate, what should you do?

**Do not use it**

27. How must you react to ground and aerial flares?

- a. Ground flare: move quickly from lighted area because the enemy will fire in that direction (always keep one eye closed for night vision).**
- b. Aerial flare: before illumination, hit the ground preferably behind cover; during illumination, freeze if within trees or prominent terrain or crouch low if an opening while keeping one eye closed.**

28. What are the five means of communication? Name one disadvantage to each.

- a. Radio: the least secure method**
- b. Visual: easily misunderstood, restricted during poor visibility, enemy may use similar signals to create confusion**

- c. Sound: easily misunderstood**
- d. Wire: subject to breakage, impractical for time, terrain, and weather**
- e. Messenger: message may be obsolete upon receipt; requires more time and is subject to enemy action**

29. How would you report a soldier as captured if you witnessed an apparently alive soldier being taken into custody by enemy forces?

**Report the soldier as MIA (missing or captured in action) on DA Form 1156**

30. What does KIA and WIA stand for and what form is used to report each?

- a. KIA: killed in action (DA Form 1156)**
- b. WIA: wounded in action (DA Form 1156)**



## **CREED of the NONCOMMISSIONED OFFICER**

No one is more professional than I, I am a Noncommissioned Officer, a leader of soldiers. As a Noncommissioned Officer, I realize that I am a member of a time-honored corps which is known as the backbone of the Army.

I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the military service, and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind- accomplishment of my mission and the welfare of my soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers and I will always place their needs above my own. I will communicate consistently with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish mine. I will earn their respect and confidence as well as that of my soldiers. I will be loyal to those with whom I serve: seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!

## **DRILL and CEREMONY**

### **(FM 22-5)**

1. What is meant by drill?

**The movement by which a unit is moved, in an orderly manner, from one formation or place, to another. Movements are executed in unison with precision.**

2. What is meant by ceremony?

**Formation and movement in which a number of troops execute movements as in drill. However, their primary value is to render honors, preserve tradition, and stimulate esprit-de-corps.**

3. What are the two types of formations?

**Line and column**

4. What is cadence?

**The uniform rhythm in which movement is executed or the number of steps (or counts) per minute at which the movement is executed.**

5. How many counts are there in quick-time? Double-time?

**a. Quick-time: 120 counts/minute**

**b. Double-time: 180 counts/minute**

6. Most drill commands have two parts, what are they?

**Preparatory command and command of execution**

7. If a preparatory command is given incorrectly, or is not appropriate, what command would you give to revoke it?

**As you were**

8. What is a supplementary command?

**An order by a subordinate leader that reinforces and complements a commander's order**

9. What is the only command you can give from Inspection Arms?

**Ready, port arms**

10. What command is given to turn a marching unit 180 degrees?

**Rear march**

11. When armed, what position do you fall in at?

**Order arms**

12. All marching movements are executed while marching at attention except two. What are they?

**a. Route step, march**

**b. At ease, march**

13. When executed from the halt, all marching movements begin with the left foot except one. Which movement is the exception?

**Right step, march**

14. On which foot is the preparatory command and the command of execution given to a unit to change its direction of march?

**On the foot in the direction of the desired movement**

15. What are the two commands you give to align a squad in line?

**Dress right, dress and ready, front**

16. What is meant by inflection?

**Rise and fall in pitch and the tone of the voice**

17. What are the four rest positions?

- a. Parade rest**
- b. Stand at ease**
- c. At ease**
- d. Rest**

18. What are the differences between parade rest and stand at ease?

- a. Parade rest: head and eyes are straight ahead**
- b. Stand at ease: head and eyes are turned to face the speaker**

19. In a company formation with platoons in a line, where does the commander, 1SG, platoon leaders, and guidon bearer position themselves?

- a. Commander: 12 steps to the front and centered on the company**
- b. 1SG: 3 steps to the rear and centered on the company**
- c. Platoon leader: 6 steps to the front and centered on the platoon**
- d. Guidon bearer: 11 steps to the front and 2-15" steps to the left of the commander**

20. What action does each squad take when the command "open ranks, march" is given?

- a. 1st squad: 2-30" steps forward**
- b. 2nd squad: 1-30" step forward**
- c. 3rd squad: remain in place**
- d. 4th squad: 2-15" step backward**

21. What is the difference between dismissed and fall out?

- a. Dismissed: the troops may leave the area**
- b. Fall out: the troops may rest but must remain in a designated area**

22. How do you break ranks when you are called "front and center" in a formation?

**Take one step backward, halt, look to the right/left and exit the formation by marching to the nearest flank. Once clear of formation, begin a double-time and halt two steps in front and centered on the formation.**

23. What is a Reveille Ceremony?

**A ceremony in which a unit honors the National Flag as it is raised in the morning.**

24. When do you keep your headgear on when reporting to an officer inside of a building?

**When under arms**

25. If you are on a work detail and an officer walks by, who should call attention?

**The person in charge of the detail will salute while the detail continues to work**

26. How many steps must the salute be held after passing the national flag?

**Six steps**

27. What is the purpose of drill?

**It accomplishes teamwork, pride, alertness, attention to detail, esprit-de-corps, and discipline**

28. What is meant by normal, close and double arm interval?

**a. Normal: is the lateral space between soldiers measured from left to right by each soldier holding up and extending his/her left arm, the tip of the middle finger touching the right shoulder of the soldier to the left**

**b. Close: measured by each soldier placing the heel of his/her hand on his hip, even with the top of the belt-line, with the elbow extended and touching the arm of the soldier to the left**

**c. Double: measured by each soldier raising and extending both arms so that the fingertips are touching the fingertips of the soldiers on the left and right**

**FIELD HYGEINE and SANITATION**  
**(FM 21-10)**

1. What is personal hygiene?

**Keeping yourself clean, eating the right foods, using clean utensils to cook and eat with, keeping your clothes clean (using clean shaving gear, wash clothes/towels, and toothbrushes)**

2. What is sanitation?

**Effective measures which create and maintain healthful environmental conditions (examples: safeguarding food and water and control of disease carrying insects, rodents, and animals).**

3. What is a communicable disease?

**Illness which can be transmitted from person to person or animal to person**

4. What are the classifications of communicable diseases?

- a. Respiratory**
- b. Intestinal**
- c. Venereal**
- d. Insect-borne**
- e. Miscellaneous**

5. Define the term carrier.

**A person who has the disease organisms but who is not sick.**

6. Define the term immunity.

**The ability of a person to resist the invasion of disease germs.**

7. What is meant by potable water? Palatable water?

- a. Potable water is safe to drink.**
- b. Palatable water tastes good but is not safe to drink.**

8. What should you use to purify your canteen of water?

**Iodine tablets or calcium hypochloride**

9. What are the different types of waste?

- a. Human (feces, urine)**
- b. Liquid (wash, bath, kitchen liquids)**
- c. Garbage (food)**
- d. Rubbish (trash)**

10. When troops are on the march, what type of latrine is used?

**A cat-hole**

11. What are some of the diseases that mosquitoes transmit?

- a. Malaria
- b. Yellow fever
- c. Dengue
- d. Encephalitis
- e. Filariasis

12. What is the common name for encephalitis?

**Sleeping sickness**

13. What are some common diseases flies carry?

- a. Dysentery
- b. Typhoid fever

14. What are some flea-borne diseases?

- a. Plague
- b. Typhoid fever

15. Where is insect repellent applied during field exercises?

**All exposed areas of the skin, where clothing fits tightly, and to all openings in the uniform**

16. What are four ways to avoid being bitten by a snake?

- a. Avoid swimming where snakes live
- b. Keep hands off rock ledges where snakes may be hiding or sunning
- c. Look before sitting down
- d. Sleep off the ground (if possible)
- e. Avoid walking about areas between twilight and complete daylight (if possible)
- f. Avoid stopping near piles of brush, rocks, or debris
- g. Handle dead snakes from a distance
- h. Look before you step over large rocks or logs
- i. Turn items toward you when they have to be moved

17. When should you wash your hands in the field?

- a. After using the latrine
- b. Before eating
- c. After eating

18. What would the temperature be for heat category 5?

**Ninety degrees F and above**

19. What is the primary sign of insufficient water intake?

**Dark yellow urine**

20. What will be posted on a closed latrine?

**Closed latrine/garbage pit and the date (not done in combat areas)**

21. Name four of the special conditions for modifying PT for soldiers at high risk of heat injuries.

- a. Diseases/injuries
- b. Recent use of alcohol (within 24 hours)
- c. Overweight/unfit
- d. Over 40
- e. On medication
- f. Fatigue/lack of sleep
- g. Previous heat injuries
- h. Lack of acclimatization

22. How many personnel will one mess kit wash line, with immersion heaters, accommodate?

**80 personnel**

23. Name two times when water will be checked for chlorine residual?

- a. When filling containers at a water distribution point
- b. When containers arrive at a unit area
- c. When directed by medical authority
- d. When treating a raw water supply

24. What is the procedure for cleaning your mess kit?

- a. Scrape off food and waste
- b. Wash with a brush in warm, soapy water (120-150 degrees F)
- c. Rinse in clear boiling water
- d. Disinfect by immersing in boiling water for 10 seconds

25. Who advises the commander concerning preventive medical measures that should be taken?

**Unit Field Sanitation Team**

26. Where are field latrines located?

**At least 100 yards downwind and down slope from food operations (at least 30 yards down slope from the water source)**

27. A straddle trench should accommodate what percentage of the unit at one time?

**8%**

28. What is a soakage pit used for?

**To prevent accumulation of liquid waste**

29. When is a latrine closed?

**When within one foot of the ground surface or when abandoned**

30. For what use are iodine tablets and calcium hypochloride ampules?

**To purify water**

**FIRST AID**  
**(FM 21-11)**

1. What are four life saving steps?

- a. Open the airway and restore breathing and heartbeat**
- b. Stop bleeding**
- c. Dress the wound**
- d. Control for shock**

2. Name the ten steps in evaluating a casualty (in correct order).

- a. Check for responsiveness**
- b. Check for breathing (if necessary)**
- c. Check for bleeding**
- d. Check for shock**
- e. Check for fractures and immobilize neck or back injuries (if found)**
- f. Check for burns**
- g. Check for a head injury**
- h. Seek medical aid as soon as possible**
- i. Perform all steps in sequence**
- j. Identify all wounds and/or conditions**

3. What are two methods used to open the airways?

**Head-tilt, chin-lift or jaw-thrust method**

4. While giving mouth-to-mouth, the patient's stomach bulges. What does this indicate?

**Air is entering the stomach (reposition the head and continue)**

5. During mouth-to-mouth, resuscitation, what should you do if the casualty resumes breathing?

**Watch the casualty closely, maintain an open airway, and check for other injuries**

6. What measure is used to restore a heartbeat?

**Cardiopulmonary resuscitation (CPR)**

7. When should you use abdominal thrusts?

**Should always be used unless the casualty is in advanced stages of pregnancy, is very obese, or has a significant abdominal wound**

8. Name three types of bleeding.

- a. Arterial**
- b. Venous**
- c. Capillary**

9. How do you stop bleeding?

- a. Apply a field dressing**
- b. Apply manual pressure**



- c. Elevate the injured limb
- d. Apply a pressure dressing
- e. Apply a tourniquet

10. When applying digital pressure, how do you know if you are in the right location?

**Feel a pulse**

11. When are the only times a tourniquet should be applied?

**When an arm or leg has been cut off or when bleeding cannot be stopped by a pressure dressing**

12. In an amputation, where do you place a tourniquet?

**2-4 " above the site (proximal to the heart)**

13. How wide should a tourniquet be?

**2" (and should remain at least 1" after tightening)**

14. How should you mark a casualty after applying a tourniquet?

**Mark with a "T" on the forehead and indicate the time**

15. Once a tourniquet has been applied, who may remove it?

**A physician or certified medical personnel**

16. What is the treatment for a sucking chest wound?

**Seal the wound airtight when the patient exhales with a plastic cover; have the casualty or assistant hold, in place, while you secure with tape, bandages, or other wraps; tie tails when the casualty exhales; cover dressing completely and have patient lie on injured side; evacuate as soon as possible**

17. A casualty, with an abdominal wound, has some internal wounds exposed and on the ground. What do you do with them?

**Gently pick up any organs with the cleanest available material and place the organs on top of the casualty's abdomen.**

18. Normally, on most first aid dressings, you tie a knot directly over the bandage and tightly. What do you do for an exposed abdominal wound with exposed organs?

**Tie the dressing ties (tails) loosely at the casualty's side, not directly over the dressing because the pressure on exposed organs may cause further injury.**

19. What are the signs and symptoms of shock?

**Cool, clammy, pale skin; restless/nervous; thirsty; confusion; rapid breathing; cyanosis; nausea**

20. What steps are taken to prevent shock?

- a. Place the casualty under cover
- b. Lay casualty on back (head to side if unconscious) and elevate feet
- c. Loosen clothing (where binding)

- d. Prevent chilling/overheating**
- e. Calm patient**
- f. Do not give food or drink**

21. When would you not place a casualty in the shock position?

**When the casualty has a head or neck injury (do not move), an untreated fractured leg, abdominal wound, or other contraindicated injury**

22. What are some signs of a fracture?

**Point tenderness; inability to move or sharp pain with movement; deformity; swelling; discoloration**

23. Define an open fracture.

**It is a break in the continuity of a bone with a break the skin.**

24. Define a closed fracture.

**It is a break in the continuity of a bone without breaking the skin.**

25. Why is a fracture immobilized?

**To prevent razor-sharp edges of bone from causing further damage**

26. What are the rules for splinting?

- a. Stop bleeding (if needed)**
- b. Splint where it lay**
- c. Immobilize the joints above and below site**
- d. Use padding between splint and extremity**
- e. Check circulation after each tie**
- f. Apply a sling (if needed)**

27. Burn injuries cause extreme pain, scarring, and even death. Before administering the proper first aid, you must recognize the type of burn to be treated. Name the four types of burns.

- a. Thermal**
- b. Electrical**
- c. Chemical**
- d. Laser**

28. What is treatment for burns?

**Cut/remove clothing from burned area (unless it is stuck); place a dry sterile dressing over the burn area and secure it loosely with a bandage; if conscious, give small amounts of cool water; treat for shock**

29. What is the treatment for white phosphorus burns?

**Scrape with a brush and flush with large amounts of water; if large amounts of water are not available, do not use water; cover area with wet material (ensure air is kept out).**

30. Name some of the signs and symptoms of a head injury.

**Unequal pupils; fluid from the ears, nose, mouth, or injury site; slurred speech; confusion; sleepiness; loss of memory or consciousness; staggering in walking; headache; dizziness; vomiting; paralysis; convulsions or twitches**

31. There are three types of heat injuries. Name them and state which one constitutes a medical emergency.

- a. Heat cramps**
- b. Heat exhaustion**
- c. Heat stroke (medical emergency)**

32. What causes heat cramps and heat exhaustion?

**Excessive loss of salt and water from the body**

33. What are heat cramps?

**Painful spasms of the muscles, usually of legs, arms, and abdomen**

34. What is the first aid for heat cramps?

**Large amounts of cool water to drink and move to a shady area and loosen clothing**

35. What are the symptoms of heat exhaustion?

**Headache; excessive sweating; weakness; dizziness; nausea; muscle cramps; skin is cool, moist, and pale**

36. Describe the proper first aid for heat exhaustion.

- a. Move the casualty to a cool or shady area or improvise shade**
- b. Loosen or remove the casualty's clothing and boots unless in a chemical environment**
- c. Have the casualty slowly drink at least one canteen of cool water**
- d. Elevate the casualty's legs**
- e. Monitor the casualty until the symptoms are gone or medical aid arrives**
- f. Casualty should not participate in strenuous activity for remainder of day (if possible)**

37. What causes heat stroke?

**Prolonged exposure to high temperature**

38. What are the symptoms of heat stroke?

**Cessation of sweating, hot and dry skin; headache; dizzy; rapid pulse; nausea; vomiting; confusion; unconsciousness and then coma**

39. What is the first aid for heat stroke?

**Immerse the person in the coldest water possible; if not possible, place in the shade, remove clothing, and pour water over body (if person becomes conscious, give large amounts of cool water to drink)**

40. What are the four types of cold weather injuries?

- a. Frostbite: actual freezing of a body part**
- b. Trench foot: occurs between 32 and 50 degrees**

- c. Immersion foot: occurs above 50 degrees**
- d. Hypothermia: lowering of the body temperature**

41. What is the key word in cold weather protection?

**Keep it clean; avoid overheating; wear it loose and in layers; keep it dry**

42. Identify the signs and symptoms of frostbite.

- a. Loss of sensation or numb feeling in any part of the body**
- b. Sudden whitening of the skin in the affected area followed by a momentary tingling feeling**
- c. Redness of the skin in light skinned soldiers; grayish coloring in dark skinned soldiers**
- d. Blisters**
- e. Swelling of tender areas**
- f. Loss of previous feeling of pain in the affected area**
- g. Pale, yellowish, waxy looking skin**
- h. Frozen area that feels solid or wooden to the touch**

43. What are the measures you take for deep frostbite?

- a. Get to a medical treatment facility the fastest possible way**
- b. Protect the part from additional injury, but do not treat in any way**

44. What is the treatment for frostbite involving only the skin?

- a. Parts of the face: cover with warm hands until pain returns**
- b. Hands: put hands under armpits or next to the abdomen of another soldier**
- c. Feet: in a sheltered area, place bare feet under clothing**

45. Shivering is an attempt by the body to generate heat. What is the proper name for the condition that occurs when the body core temperature goes below 95 degrees?

#### **Hypothermia**

46. What are the signs and symptoms of hypothermia?

**Shivering; sluggish; slurred speech; drowsy; slow breathing; weak pulse; eyes glossy**

47. What is snow blindness?

**The affect glare from the ice/snow has on the eyes (may cause deep burns in the eyes)**

48. What are some symptoms of snow blindness?

**Scratchy feeling in eyes; pain in and over eyes; pain, aggravated by moving eyes; may have watering of the eyes; headache or increased pain with exposure to light**

49. What is first aid for snow blindness?

**Cover eyes with dark cloth and transport to medical treatment facility**

50. Describe how to drain a blister.

**Take a sterilized needle and make a hole at the edge of the blister; use a clean cloth or gauze and gently apply pressure**

51. What is the treatment for snake bites?

**Remain clam; remove jewelry from affected area; immobilize the site in a position below the level of the heart; place a constricting band 2-4" above and below the wound, or above (closer to the heart) if you are limited in space (i.e. hand, foot); do not apply to stop pulse; if possible, kill the snake (and bring with you for identification purposes); seek medical help ASAP**

52. What is not done when treating a snake bite?

**Do not attempt to cut the bite or suck out the poison (if venom should seep through any damaged or lacerated tissues in your mouth, you could lose consciousness or even die).**

53. Name four of the seven one-man carry transports.

- a. Fireman's carry: used with an unconscious or severely injured casualty**
- b. Saddle-back carry: conscious casualty**
- c. Pack-strap carry: carrying a casualty moderate distances**
- d. Pistol-belt carry: for long distances**
- e. Pistol-belt drag: useful in combat and short distances**
- f. Neck drag: combat for broken arms or suspected neck injury for short distances**
- g. Cradle drop drag: for a casualty who cannot walk when he or she must be moved up or down stairs**

54. Name three two-man carries.

- a. 2-man supporting**
- b. 2-man arms carry**
- c. 2-man fore-and-aft carry**
- d. 2-hand pack-and-saddle carry**
- e. 4-hand seat carry**

**FLAGS and GUIDONS**  
**(AR 840-10, AR 600-25)**

1. What are the names and sizes of the U.S. flags that can be used on Army installations?

- a. Storm: 5 feet hoist by 9 feet 6 inches fly**
- b. POST: 8 feet 11 3/8 inches hoist by 17 feet fly**
- c. Garrison: 20 feet hoist by 38 feet fly**
- d. Field: 3 feet hoist by 4 feet fly**
- e. Interment (used for burials):**

2. What is known as the hoist of the flag?

**Vertical length of the flag**

3. What is known as the fly of the flag?

**Horizontal length of the flag**

4. How is the U.S. flag raised to half-staff?

**It is hoisted to the top and lowered to the half-staff position.**

5. What position does the U.S. flag take in a line (row) of flags on display?

**To the right of the line (on the observer's left)**

6. What do the colors of the flag symbolize?

- a. Red: hardiness and valor**
- b. White: purity and innocence**
- c. Blue: vigilance and justice**

7. What three places always fly the flag at half-mast?

- a. The Tomb of the Unknown Soldier**
- b. Arlington Cemetery**
- c. Arizona Memorial at Pearl Harbor**

8. When was the U.S. Army's flag authorized and by what order?

**Executive Order 10670 on 12 June 1956**

9. What is the name of the ball that sits at the top of the flag pole?

**The truck**

10. What does the Truck represent?

**The "shot heard around the world" fired 19 April 1775 at Lexington, Massachusetts**

11. When military personnel die and the flag is presented to the beneficiary, who provides the flag?

**The Postmaster General**

12. What ARs govern raising and lowering the flag?

**AR 600-25 and AR 840-10**

13. What is the difference between the National Colors and the National Flag?

**The National Colors are trimmed on three sides with golden yellow fringe**

14. How long is Reveille played?

**20 seconds**

15. How many National Colors can be present during a review, parade, or honor guard ceremony?

**One**

16. Where is building one located on a permanent post?

**The monument located at the base of the flagpole**

17. What is the height of a flagpole?

- a. 50 feet**
- b. 60 feet (normally)**
- c. 75 feet**

18. How should the flag be flown on Memorial Day?

**The flag is flown at half-mast until noon and then it is flown at full-staff until retreat sounds**

19. When the flag is draped over a casket, where are the stars located?

**Draped over the left shoulder of the deceased**

20. What color and size is the Army field flag?

**It is an ultramarine blue flag 3 feet hoist by 4 foot fly, trimmed on 3 sides with yellow fringe 2 1/2" wide. The device of the DA seal, in white, is centered. A white scroll with the inscription, "United States Army", in scarlet is centered beneath the seal with the Arabic numerals "1775" below in blue.**

21. There are 172 battle streamers on the Army flag with the last one being the Defense of Kuwait. What is the first one?

**Lexington 1775**

22. The flagstaff head (finial) is the decorative ornament at the top of a flagstaff. There are only four types authorized; what are they?

- a. Eagle: Presidential**
- b. Spearhead: The only type authorized with Army flags**
- c. Acorn: Markers and marking pennants**
- d. Ball: Outdoor wall mounted for advertising or recruiting**

23. If you are looking at the Army flag, which streamer is in the preeminent position?

**Yorktown 1781**

24. How many flags can be displayed on a flagpole below the flag of the United States?

**No more than one, and if it is displayed, it must be six inches below the U.S. flag**

25. Military personnel, not in formation, in uniform, must take what action when the first note of "Retreat" and "To the Colors" is played?

**Face the music or the flag and stand at attention. At the first note of "To the Colors" render the hand salute until the last note has played.**

26. During what time is the U.S. flag flown daily?

**From reveille to retreat**

27. When can the flag be flown upside-down?

**In times of emergency or national distress**

28. How many stripes are on the American flag?

**13 (7 red and 6 white)**

29. After the flag is folded, five stars should remain showing; what does that represent?

**The five branches of the Armed Services (the Army, Navy, Marines, Air Force, and Coast Guard)**

30. How many days is the flag flown at half-mast for the death of a president (past or present)?

**30 days**



**GENEVA CONVENTION**  
**(FM 27-2, FM 27-10)**

1. How many nations were initially represented at the first drafting of the Geneva Convention?

**61 nations**

2. How many articles govern the Geneva Convention in relation to the treatment of POWs?

**143 articles**

3. Where was the Geneva Convention written?

**Geneva, Switzerland**

4. If captured, who are the only personnel that are not considered POWs?

**All medical personnel and chaplains (who serve in or accompany the Armed Forces of the United States)**

5. There are four international agreements that were written at the same time dealing with the treatment of POWs. What are they known as?

**The Geneva Conventions for the Protection of War Victims**

6. As a POW, what types of work may a Noncommissioned Officer be required to perform?

**Supervisory work (but they may request other kinds of duty)**

7. Are POWs required to salute the enemy camp commander if he is not an officer?

**Yes**

8. What documents must POWs be allowed to keep upon capture?

**Identity cards and personal papers**

9. When did the Geneva Convention come into force for the United States?

**2 February 1955**

10. As a POW, what is the only information you are required to give?

**Name, age, rank, and service number**

11. In 1785, a treaty was drafted with the Kingdom of Prussia and is considered the first agreement concerning wartime. Who was it drafted by and for what reason?

**It was drafted by Benjamin Franklin, John Adams, and Thomas Jefferson to improve the treatment of POWs.**

12. Name three types of work that junior enlisted prisoners may be forced to perform as described in the Geneva Convention.

- a. Domestic services**
- b. Commercial business, arts, and crafts**
- c. Public utility services**
- d. Transport and handling of stores that are not of military reference**
- e. Public works and construction**
- f. Industrial work connected with raw materials and manufacturing**
- g. Agriculture**
- h. Administration, maintenance, and installation of the camp**

13. What is the maximum non-judicial punishment that may be imposed upon a POW for minor offenses?

**Up to 30 days confinement, extra duties, and deprivation of privileges for similar periods**

14. On what date, along with three other international agreements, was the Geneva Convention written?

**12 August 1949**

15. Under the Geneva Convention, who is the only one that may determine whether a person is entitled to be a POW or not?

**A competent tribunal of the capturing nation**

16. What publication governs the rights and obligations for POWs under the Geneva Convention?

**DA PAM 27-25**

17. If no POW, of Commissioned Officer rank, is present in a prisoner group, how often and by what means, do prisoners choose their spokesperson or representative?

**By secret ballot every six months**

18. What is a capture card and what is it used for?

**A post card written by a POW informing their next of kin of their whereabouts and state of health**

19. What does the Geneva Convention recognize as the main duty of a POW?

**To try and escape or aid others in escaping**

20. What disciplinary action will be enforced if a member of the U.S. Armed Forces deliberately violates the Geneva Convention?

**Trial by court martial under the UCMJ**

## **GUARD DUTY** **(FM 22-6)**

1. List, in order, the chain of command for guard duty.

- a. Relief commander**
- b. Sergeant of the guard**
- c. Commander of the guard**
- d. Officer of the day**
- e. Field officer of the day**
- f. Installation commander**

2. What is meant by the term "supernumerary"?

**An extra member of the guard who is used when needed to replace a guard or perform duties prescribed by local directives**

3. What does the term "challenge" mean?

**Any process carried out by one unit or person with the object of ascertaining the friendly or hostile character or identity of another.**

4. What is a countersign?

**Two words (the challenge and password)**

5. In a countersign, what is the challenge?

**The first word used to challenge a person or party.**

6. In a countersign, what is the password?

**The second word or sign used to reply to the challenge.**

7. What is the parole?

**A special password used to check on the countersign.**

8. Who is the parole word imparted to?

**To persons entitled to inspect the guard, the commander, and members of the guard**

9. Upon hearing the parole word, what action is taken by a guard?

**Replies with both parts of the countersign: the guard does not use the password at any other time**

10. What are the three types of guard?

- a. Interior**
- b. Exterior**
- c. Special**

11. What are special orders?

**Special orders instruct the guard in the actual performance of his/her duty while on a particular post.**

12. When in doubt, what is considered the best means of identification of an individual?

**A visual check of the ID card**

13. What are the three general orders?

**a. I will guard everything within the limits of my post and quit my post only when properly relieved**

**b. I will obey my special orders and perform all my duties in a military manner**

**c. I will report violations of my special orders, emergencies, and anything not covered in my instructions to the commander of the relief**

14. Who may give a guard member orders?

**Only the guard's chain of command**

15. What are interior guards?

**Interior guards are detailed by commanders of military installations to protect property and enforce regulations and preserve order**

16. What are exterior guards?

**Exterior guards are lookouts; listening posts; outposts; especially designated patrols; guards in combat zones and field training areas; and guards the outside limits of a military installation. Exterior guards perform their duties as prescribed by special orders and instructions.**

17. When challenging one person, what is the procedure?

**a. When the approaching individual is approximately 30 steps away from the guard, the guard assumes the proper challenge position and commands, "halt".**

**b. When the individual stops, the guard asks, "who goes there"?**

**c. Once the response is given, the guard commands, "advance to be recognized".**

**d. When the individual is close enough to be recognized, without putting the guard in danger, the guard commands, "halt".**

**e. Upon recognition, the guard then passes the individual or detains him/her and calls the commander of the relief.**

18. When challenging a group of individuals, what is the procedure used?

**a. Same as in question 17 items a-d**

**b. Upon recognition, the one advanced will step by the guard and the guard will call the group, one by one, to be accounted for by the first person advanced. Or, the guard may pass them as a group according to special instructions.**

19. Can a Noncommissioned Officer be the commander of the guard?

**Yes**

20. Is the composition of an exterior guard the same as that of an interior guard?

**No, exterior guards have no commanders that are detailed for that duty. Actions of the guards are prescribed by instructions from their leaders, SOPs, and special instructions.**

21. In general, what is the primary duty of an exterior guard?

**Exterior guards are utilized to protect a unit from surprises and to give the unit time to prepare to counter any threats.**

22. May a guard leave his/her post to investigate or apprehend a person involved in a disorder near his/her post?

**No**

23. If a guard is not relieved at the expiration of his/her tour, what should the guard do?

**Continue with duty and notify the commander of the relief**

24. Who is responsible for ensuring all guards understand their special instructions?

**The commander of the guard**

25. When will a sentry not render a hand salute?

- a. When engaged in a specific duty**
- b. When talking with an officer (unless a senior approaches and is saluted)**
- c. When on a post that requires the challenge**

26. When challenging, what is the position of the rifle? The pistol?

- a. Rifle: port arms**
- b. Pistol: raised**

27. When a guard fires his/her weapon into the air three times in rapid succession, what is signified?

**Great danger**

28. In a time of war, what is the punishment for disclosing the parole word or countersign to an unauthorized person?

**Punishable by death or other punishment deemed by court martial**

29. Must guards be qualified with the weapon they are carrying?

**Yes**

## **HISTORY of FORT GORDON**

1. When was Camp Gordon activated/developed?

**9 December 1941 (two days after the bombing of Pearl Harbor)**

2. Who was Camp Gordon named after?

**It was named after LTG John Brown Gordon. He was born 6 July 1832 in Upson County, GA, and died in 1904. He is buried in Oakland Cemetery in Atlanta, GA. He was the commander of a company known as the "Raccoon Roughs" Confederate Army (which was organized in 1861 and consisted of the Georgia Mountaineers). Their name derived from the coonskin caps they wore.**

3. Who was Camp Gordon's first commander?

**COL Herbert W. Schmid (born in Indiana on 16 July 1887) served in command from December 1941 through December 1944. He retired from the U.S. Army on July 31, 1947.**

4. Although Camp Gordon was activated on 9 December 1941, when was it officially established as a military installation?

**18 October 1941 (there was a ground breaking and flag-raising ceremony held in nature of this tribute)**

5. Name the location of the first headquarters of Camp Gordon and give the date of its establishment.

**It was established on 2 December 1941 in a room at the U.S. Post Office building in Augusta, GA. COL Schmid and his staff remained there until the activation of the camp.**

6. Name the three divisions activated and give their dates of arrival at Camp Gordon.

**a. 4th Infantry Division: activated at Fort Benning, GA, on 1 June 1940: arrived 17 December 1941**

**b. 26th Infantry Division: activated at Fort Jackson, SC, on 26 January 1941; arrived May 1943**

**c. 10th Armored Division: activated at Fort Benning, GA, on 15 July 1942; arrived September 1943**

7. When was Camp Gordon re-designated as Fort Gordon?

**21 March 1956**

8. When was the Signal Corps Training Center established at Fort Gordon?

**1 October 1948 (as a Class II activity)**

9. Who was Barton Field named after?

**It was named after MG Raymond O. Barton who commanded the 4th Infantry Division during its sail to Europe in June 1944. They were the first infantrymen to hit the beachheads of Normandy and their slogan was "steadfast and loyal".**

10. When was the Signal Corps founded and by whom?

**The Signal Corps was founded in 1851 by MAJ Albert J. Myer. It was approved and adopted by Army officials on 21 June 1860.**

11. Who was appointed as the first Signal Corps officer in the Army and when was this appointment effective?

**MAJ Albert J Myer on 2 July 1860**

12. Where was the first Signal school established and when?

**The first Signal school was established in Fort Monroe, VA. It was first used on 26 January 1861 between Fort Monroe and a post at Newport News, VA (this established the Civil War's first permanent line of communication by flag and torch). The flag was used for daytime signaling and the torch was used for nighttime signaling.**

13. What post was first designated as the "Home of the Signal Corps"?

**Fort Monmouth, NJ**

14. What two posts were being considered as the "Second Home of the Signal Corps"?

**Fort Huachuca, AZ, and Fort Gordon, GA (the population density around Fort Monmouth severely limited radio frequencies available for military use)**

15. Why was Fort Gordon selected over Fort Huachuca, AZ?

**The majority of the soldiers were recruited on the East Coast and returned there (or sent to Europe) later. It was more cost-effective to train the soldiers on the East Coast as they prepared to move.**

16. What date did Fort Gordon become the "Home of the Signal Corps"?

**1 October 1974**

17. What date did the ground breaking ceremony occur for Dwight D. Eisenhower Army Medical Center at Fort Gordon?

**23 April 1971**

18. Name the first three schools to open at Fort Gordon.

- a. The MP school**
- b. The Signal Corps Training Center**
- c. The Engineer Aviation Unit Training Center (Class II activities)**

19. The above three schools were classified as Class I training centers effective when?

**1 November 1949**

20. How long was the MP school operational at Fort Gordon?

**It was operational for 27 years. It was relocated to Fort Gordon from Carlisle Barracks, PA, on 27 September 1948 and finally relocated to Fort McClellan, AL, after August 1975.**

21. Cite the dates of the Engineer Aviation Unit Training Center at Fort Gordon.

**5 January 1949 to 10 January 1950**

22. What date was Fort Gordon designated the U.S. Army Personnel and Separation Center?

**May 1945 (it was officially closed on 30 April 1946 but it was only operational for ten months)**

23. After closing the U.S. Army Personnel and Separation Center, what was the next role designated at Fort Gordon?

**The U.S. Army Disciplinary Barracks was operational in early 1946 until June 1947 (then it relocated to Fort Leavenworth, KS). It was later re-activated on 22 August 1952 and remained in operation until 1957.**

24. After the inactivation of the Engineer Aviation Training Center in 1950, when was the Fort Gordon aviation section established?

**1 July 1962 (this was another reorganization since there was an activation of the aviation branch of the Signal school in 1951). The branch used a landing strip on the installation until it moved, in 1958, to Bush Field. In 1962, it was placed under operational control of Headquarters, Fort Gordon.**

25. Name the dates Fort Gordon was designated as a Basic Replacement Training Center.

**From 15 October 1953 until 28 June 1955 and then again 1 April 1957 until 1 February 1958**

26. The 1st BCT Brigade was activated on what date?

**1 July 1975**

27. What date did TRADOC order the re-designation of the 1st BCT Brigade to the 1st Signal Training Brigade?

**20 October 1976 (effective 1 January 1977)**

28. When was the school brigade re-designated as the 2nd Signal Training Brigade?

**December 1978**

29. Describe the brigades under the Regimental system.

**a. The 1st School Brigade was re-designated as the 15th Signal Brigade. The brigade's motto was "faithfully we serve". The battalions were re-designated as well; 1st Battalion became the 360th Signal Battalion, 2nd Battalion became the 361st Signal Battalion, 3rd Battalion became the 366th Signal Battalion, 4th Battalion became the 369th Signal Battalion, and the 5th Battalion became the 379th Signal Battalion. The 15th Signal Brigade started reorganization in 1989 as it absorbed units from the 29th Signal Brigade.**

**b. The 2nd Training Brigade was re-designated as the 29th Signal Brigade. The battalions were re-designated as well; 1st Battalion became the 442nd Signal Battalion, 2nd Battalion became the 447th Signal Battalion, and 3rd Battalion became the 551st Signal Battalion. These actions occurred on 23 September 1986. On 17 October 1986, the 67th Signal Battalion was attached to Forces Command.**

30. When was the Signal Corps re-designated to fall under the U.S. Army Regimental System?

**1 June 1986**

31. Due to Operation Desert Shield, DPTM activated its Emergency Operations Center (EOC) on what date?

**7 August 1990**



## **LEADERSHIP** **(FM 22-100)**

1. What is leadership?

**Leadership is the process of influencing others to accomplish the mission by providing purpose, direction, and motivation.**

2. What are the four factors of leadership?

**The led, the leader, the situation, and communication**

3. What are the four individual values?

**Courage, candor, competence, and commitment**

4. What are the four elements of professional Army ethics?

**Loyalty, duty, selfless service, and integrity**

5. What is duty?

**Duty is a legal or moral obligation to do what should be done without being told to do it.**

6. What is the first step in the ethical decision-making process?

**Interpret the situation (what is the ethical dilemma)**

7. What manual covers military leadership?

**FM 22-100**

8. What are the three basic leadership styles?

**Directing, participating, and delegating**

9. What are the feedback sources for a complete and accurate leadership assessment?

**The individual, leaders, peers, subordinates, close friends and family members, and trained leadership assessors**

10. What should a leader know before he/she leads?

**Know yourself, standards, human nature, your job, and your unit**

11. What is integrity?

**Being honest and upright, avoiding deception, and living the values you suggest for your subordinates**

12. What are the leadership competencies?

**Communications, supervision, teaching and counseling, soldier team development, technical proficiency, decision-making, planning, use of available systems, and professional ethics**

13. What leadership style is used if the leader asks for information and recommendations, but he/she still makes the decision?

**Participating style**

14. How many leadership principles are there?

**11**

15. What are the factors and forces that influence decision-making?

**Laws, orders, regulations, basic national values, traditional Army values, and unit operating values**

16. What is the purpose of leader development?

**To develop leaders capable of maintaining a trained and ready army in peacetime and to deter war**

17. Lead in peace, to be prepared for what?

**War**

18. What describes a person's inner strength and is the link between values and behaviors?

**Character**

19. What are the actions a leader must take to defeat battle-stress?

**Lead your unit, build cohesion, develop confidence, train your unit, develop a physically fit unit, and develop a winning attitude**

**LEADERSHIP COUNSELING**  
**(FM 22-100)**

1. What are the five characteristics of effective counseling?

- a. Purpose**
- b. Flexibility**
- c. Respect**
- d. Communication**
- e. Support**

2. What qualities must leaders possess in order to be effective counselors?

- a. Respect for subordinates**
- b. Self and cultural awareness**
- c. Empathy**
- d. Credibility**

3. What benefit does respecting subordinates create?

**Improves chances of changing (or maintaining) behavior and achieving goals**

4. How can a leader improve his/her counseling technique?

**Study human behavior, learn kinds of problems that affect subordinates, develop interpersonal skills**

5. What are the three basic skills necessary in effective counseling?

- a. Active listening**
- b. Responding**
- c. Questioning**

6. Name three elements of active listening.

- a. Eye contact**
- b. Body posture**
- c. Head nods**
- d. Facial expressions**
- e. Verbal expressions**

7. Give three examples of nonverbal indicators of a subordinate's attitude.

- a. Boredom**
- b. Self-confidence**
- c. Defensiveness**
- d. Frustration**
- e. Interest**
- f. Friendliness**
- g. Openness**
- h. Anxiety**

8. Name three common counseling mistakes.

- a. Talking too much
- b. Giving unnecessary advice
- c. Not truly listening
- d. Projecting personal likes, dislikes, biases, and prejudices

9. What are the two major categories of counseling?

**Event oriented and performance/professional growth**

10. Name three types of event oriented counseling.

- a. Specific instances of superior or substandard performance
- b. Reception and integration
- c. Crisis
- d. Referral
- e. Promotion
- f. Separation

11. What is the key to successful counseling for specific performance?

**Conduct counseling as close to the event as possible**

12. What is corrective training used for?

**To ensure the subordinate knows and achieves the standard**

13. What are two purposes of reception and integration counseling?

- a. Identify and help fix any problems or concerns that new members may have
- b. Lets new members know the organizational standards and how they fit into the team

14. When is promotion counseling required?

**Required on all specialists and sergeants who are eligible for advancement without a waiver but are not recommended for promotion to the next higher grade (must have received an initial event oriented counseling when full eligibility was attained and periodic performance/professional growth counseling thereafter)**

15. What is the focus of performance/professional growth counseling?

**Focus on subordinate's strengths, areas needing improvement, and potential**

16. What should professional/personal growth counseling include?

**Planning for the accomplishment of individual and professional goals**

17. What are the three approaches to counseling?

- a. Nondirective
- b. Directive
- c. Combined

18. Which type of counseling is preferred for most counseling sessions? Why?

**Nondirective; leaders use their experienced insight and judgment to assist subordinates in developing solutions**

19. What is directive approach to counseling?

**The leader does most of the talking and tells the subordinate what to do and when to do it.**

20. What counseling techniques can be used for both non-direct and combined counseling approaches?

**Suggesting alternatives, recommending, and persuading**

21. What counseling techniques can be used during the direct approach to counseling?

**Corrective training and commanding**

22. What are the four stages of the counseling process?

- a. Identify the need for counseling**
- b. Prepare for counseling**
- c. Conduct counseling**
- d. Follow up**

23. Name three necessary steps in preparing for a productive counseling session.

- a. Select a suitable place**
- b. Schedule a time**
- c. Notify subordinate in advance**
- d. Organize information**
- e. Outline counseling session components**
- f. Plan counseling strategy**
- g. Establish the right atmosphere**

24. What are the four-step in a counseling session?

- a. Open the session**
- b. Discuss issue(s)**
- c. Develop a plan of action**
- d. Record and close the session**

25. What is follow up action?

**Action taken to ensure a counseling session was effective (if there has been no improvement, additional counseling may be required).**

26. What is counseling?

**The process of listening, communicating advice, instruction or judgment, with the intent of influencing a person's attitude or behavior.**

27. Define effective communication.

**It is the exchange of information and occurs only if the receiver understands the exact information or idea that the sender intended to transmit.**

28. When closing a counseling session, a leader must do what?

**The leader must summarize what has been discussed and must also ensure that both parties understand what is expected.**

**M60 MACHINE GUN**  
**(FM 23-67)**

1. What FM covers the M60 machine gun?

**FM 23-67**

2. Give a brief description of the M60 machine gun.

**Air-cooled, belt-fed, gas-operated, automatic weapon**

3. What type of ammunition is used with the M60 machine gun?

**7.62 mm ball, tracer, armor-piercing, blank, and dummy**

4. What distance does the M60 machine gun tracer round burnout?

**900 meters or more**

5. Name the two types of M60 machine gun.

- a. Tripod (M122)**
- b. Vehicle (M142)**

6. What are the rates of fire for M60 machine gun?

- a. Sustained: 100 rounds per minute**
- b. Rapid: 200 rounds per minute**
- c. Cyclic: 550 rounds per minute**

7. What are the most common malfunctions of the M60 machine gun?

**Sluggish operations and uncontrolled fire (runaway gun)**

8. In order, name the prescribed sequence of the function checks of the M60 machine gun.

- a. Place the weapon on "f" (fire)**
- b. Pull the cocking handle to the rear**
- c. Close the cover**
- d. Place the weapon on "s" (safety)**
- e. Pull the trigger (the bolt should not go forward)**

9. What causes the sluggish operation of the M60 machine gun?

**Sluggish operation is usually due to excessive friction caused by carbon buildup, lack of lubrication, burred parts, or excessive loss of gas because of a loose or missing gas-port plug.**

10. What is stoppage?

**A weapon that fails to fire or any interruption in the cycle of operation**

11. During combat, if a round is stuck in the chamber, what should be done?

**The crew should change the barrel, reload, and continue firing**

12. What is cyclic rate of fire?

**550 rounds per minute**

13. What is the maximum effective range?

**1100 meters**

14. What is the rapid rate of fire for the M60 machine gun?

**200 rounds per minute**

15. What are the two types of disassembly of the M60 and what is the difference between the two?

**a. General: pertains to removing and replacing the eight major groups**

**b. Detailed: pertains to removing and replacing the parts of the eight major groups**

16. What are the eight major groups of the M60?

**a. Trigger mechanism group**

**b. Stock group**

**c. Forearm assembly**

**d. Cover, feed tray, and hanger group**

**e. Buffer and operating rod group**

**f. Bolt group**

**g. Receiver group**

**h. Barrel group**

17. What are the eight steps in the cycle of functioning of the M60?

**a. Feeding**

**b. Chambering**

**c. Locking**

**d. Firing**

**e. Unlocking**

**f. Extracting**

**g. Ejecting**

**h. Cocking**

18. What is the maximum ordinate?

**The maximum ordinate is the highest point the trajectory reaches between the muzzle of the gun and the base of the target.**

19. What are the four objectives of machine gun marksmanship?

**a. To obtain an accurate initial burst**

**b. Traverse and search the machine gun effectively**

**c. To observe and adjust fire**

**d. To operate with speed**

20. On a basic range, what should the rear sight setting of the M60 be set to?

**500 meters**

## **MAP READING**

### **(FM 21-26)**

1. What is a map?

**A graphic representation of the earth's surface drawn to scale as seen from above.**

2. What is the purpose of a map?

**To provide accurate information about the existence, location, and distance between ground features like terrain, elevation, populated areas, routes of travel, and communications**

3. What is the scale of a map?

**The ratio of ground distance to map distance which is expressed as a fraction**

4. Name several types of maps.

**Topographic, planimetric, photo, and terrain model**

5. What is a map generally named after?

**The most prominent geographical or cultural feature (whenever possible, it is named after the largest city on the map)**

6. What is a declination diagram?

**It shows the angular relationships of true, grid, and magnetic north.**

7. What is a bar scale?

**They are measurements in meters, statute miles, or nautical miles.**

8. What is a contour interval?

**The contour interval is the vertical distance of the space between the contour lines. In more recent maps, that distance or space is given in meters instead of feet.**

9. Where is the legend of a map found?

**In the lower left margin**

10. What is a map legend?

**The symbols that represent the topographic features of the map**

11. How many colors does a map usually have?

**Five: black, blue, green, brown, and red**

12. What do the colors of a map represent?

- a. Black: indicates manmade features (buildings and roads)**
- b. Blue: identifies water (lakes, swamps, rivers, drainage)**



- c. **Green: signifies vegetation of military significance (woods, orchards, vineyards)**
- d. **Brown: all relief features and elevation (as well as contour lines on older maps)**
- e. **Reddish-brown: used on newer maps to show relief features and elevation**
- f. **Red: indicates cultural features (populated areas, main roads; on older maps it represents boundaries)**

13. Name two kinds of distances.

- a. **Straight-line distance**
- b. **Road distance**

14. What are contour lines?

**Imaginary lines along which all elevations are equal**

15. What is the purpose of intersection?

**To locate an unknown point on a map by successfully occupying two known points and sighting on the unknown point**

16. When using a protractor, each tick mark on the degree scale is one degree. What does each tick mark on the mil scale represent?

**20 mils**

17. The difference between grid and magnetic north is called?

**Grid magnetic (G-M)**

18. What is an azimuth?

**It is the horizontal angle that is measured in degrees or mils from the north.**

19. What are the two types of protractors used to determine an azimuth?

**Semicircular or square protractor**

20. What is the universal transverse mercator (UTM) grid?

**A grid that has been designed to cover that part of the world between 84 degrees north latitude and 80 degrees south latitude.**

21. What is the universal polar stereo (UPS) graphic?

**A grid used to represent the polar regions.**

22. What is longitude?

**A measure of distance, east or west, of the prime meridian.**

23. How do you convert a grid azimuth to a magnetic azimuth?

**By adding the G-M angle**

24. How do you convert a magnetic azimuth to a grid azimuth?

**By subtracting the G-M angle**

25. Name the three types of contour lines.

**Index, intermediate, and supplementary**

26. Under identifying specific terrain features, what does "SOSES" stand for?

**Shape, orientation, size, elevation, and slope**

27. How do you orient a map to the ground by terrain association?

**Hold the map in the horizontal position and line up the features on the ground with those on the map. Place a compass along one of the north-south grid lines to keep from orienting the map in the wrong direction (that is 180 degrees out) or by aligning two or more features (incorporate the declination constant in determining the 30 degrees).**

28. How can you determine direction without a compass?

**Shadow, watch, North-star method**

29. What is a basic rule for finding coordinates on a map?

**Beginning from the left-hand corner and read right and up.**

30. What are the major terrain features?

**Hilltop, valley, ridge, saddle, and depression**

31. What are the minor terrain features?

**Spur, draw, cliff**

32. What are the supplementary features?

**Cut and fill**

**MILITARY AWARDS**  
**(AR 600-8-22)**

1. What is engraved on the reverse side of the Medal of Honor?

**Grade, name, and organization of the awardee**

2. What are the two categories of decorations?

**Those awarded for heroism and achievement**

3. What was the first medal awarded?

**The Purple Heart (given to an enlisted soldier in 1782 for singularly meritorious service)**

4. What are the three highest awards?

**Medal of Honor, Distinguished Service Cross, and Defense Distinguished Service Medal**

5. Can the Army Commendation Medal (ARCOM) or the Meritorious Service Medal (MSM) be awarded during combat?

**a. The ARCOM can be awarded during peacetime or combat (it is awarded the "V" device for combat action).**

**b. The MSM can only be awarded in peacetime.**

6. What is the highest peacetime award a soldier can receive?

**The Distinguished Medal of Honor**

7. Who usually presents the Medal of Honor to recipients?

**The President**

8. Where are foreign badges worn on the uniform?

**Over the right breast pocket**

9. What medal is awarded to a soldier who distinguishes himself by heroism not involving actual conflict with an armed enemy?

**The Soldier's Medal**

10. What may be engraved on the back of the Good Conduct Medal?

**Awardee's name**

11. How many foreign badges can you wear at one time?

**One (if you have at least one U.S. award)**

12. What is the total number of marksmanship badges that can be worn simultaneously?

**Three**

13. To whom is the Purple Heart given?

**To any military or civilian personnel wounded or killed in action against an armed enemy (after 5 April 1917)**

14. What is meant by "above and beyond the call of duty"?

**It includes the acceptance of danger or extraordinary circumstances with praise-worthy fortitude and exemplary courage which as a rule, is not expected of a person.**

15. What is the difference between an award and a decoration?

**An award is given to a unit or individual and a decoration is given to an individual.**

16. Special entitlements such as supplemental uniform allowance, air transportation, ID cards, admission to U.S. service academies, exchange privileges, and special pension of \$200 a month accompany what individual award?

**Medal of Honor**

17. Appurtenances are devices affixed to service or suspension ribbons and are worn to denote additional awards. On the Good Conduct Medal, these are called clasps. What type of clasp is needed for a third Good Conduct Medal?

**Three bronze loops**

18. Oak leaf clusters, just like the clasp on the Good Conduct Medal, denote an additional award and are either bronze or silver. How many bronze clusters must you have before wearing a silver oak leaf?

**Five bronze oak leaf clusters (the sixth award will be silver)**

19. Marksmanship badges come in three classes (expert, sharpshooter, and marksman). There are 19 Taps authorized to be attached to these badges. Is the flame-thrower or bayonet an authorized Tap?

**Yes**

20. An interim award may be presented pending final action on a recommendation for a higher award. If the higher award is approved, what becomes of the interim award?

**It must be returned unless the higher award is made posthumously.**

21. When will an individual be authorized to first wear the NCO Professional Development Ribbon?

**Upon completion of PLDC**

22. The Army does not condone self-recognition; therefore, a soldier may not recommend him/herself for an award. Who may recommend?

**Any individual having personal knowledge of an act, achievement, or service which would warrant the award**

23. What is the requirement for the awarding of the Army Service Ribbon to enlisted personnel?

**Successful completion of their initial MOS-producing course**

24. Who may wear the Prisoner of War Medal?

**Any person who, while serving in any capacity with the U.S. Armed Forces, was taken prisoner and held captive after 5 April 1917**

25. What degree of heroism is required for the awarding of the Presidential Unit Citation?

**The same degree that would warrant the awarding of the Distinguished Service Cross to an individual**

26. Who will approve the acceptance and wear of foreign decorations?

**Department of the Army**

27. Explain the difference between meritorious service and meritorious achievement.

**a. Meritorious service: a succession of outstanding acts of achievement over an extended period of time**

**b. Meritorious achievement: a single act well above the expected performance of duty**

28. On which medals may the "V" device be worn?

**a. The Bronze Star**

**b. The Air Medal**

**c. The Army Commendation Medal**

29. What does the "V" device denote?

**Participation in acts of heroism involving conflict with an armed enemy**

30. What does the Arabic Numeral on the NCO Professional Development Ribbon denote?

**The highest level of completed NCO Development**

**MILITARY COURTESY**  
**(AR 600-25)**

1. What is meant by military courtesy?

**Military courtesy is the respect and consideration shown to other personnel of the Armed Forces.**

2. What is considered the most important of all military courtesies?

**The hand salute**

3. In what field manual (FM) will you find how to salute?

**FM 22-5**

4. What Army regulation (AR) governs who to salute?

**AR 600-25**

5. When do you salute?

**When you meet and recognize a member of the Armed Forces entitled to the salute. Also, when the National Anthem, the Colors, Ruffles, and Flourish are being played.**

6. When is an officer required to salute an enlisted person?

**When the enlisted person has been awarded the Medal of Honor**

7. At what distance is a salute rendered?

**Upon recognition but no more than 30 paces or no less than six paces from the officer**

8. When walking with an officer, on which side should an enlisted person walk?

**The soldier should walk on the left side of the officer.**

9. In what order should a military vehicle be entered?

**The junior member enters first and others follow in reverse order of rank (the driver enters last).**

10. When a soldier is reporting to an officer, on what occasion does the officer not have to return a salute?

**When reporting for pay**

11. In what situation is the wearing of a hat in a building permissible?

**When under arms**

12. What is meant by "under arms"?

**It is the carrying of arms, having them attached to the person by slings or holsters, or wearing a cartridge belt and headgear.**

13. When should a soldier under arms remove his/her headgear?

- a. When seated as a member of or in attendance at a court or board**
- b. When entering a place of divine worship**
- c. When indoors and not on duty**
- d. When in attendance at an official reception**

14. What should accompany all salutes?

**The greeting of the day**

15. How is a member of the armed services addressed when his/her name and rank are not known?

**The member is addressed as "soldier".**

16. When riding in a military vehicle and the National Anthem or Call to Colors is played, what action is taken?

**The senior person in the vehicle should dismount and salute. All other personnel will remain in the vehicle seated in the position of attention.**

17. Do you salute a vehicle?

**Yes, all personnel should be alert to distinguish and salute vehicles bearing Secretary of Defense, Secretary of the Army, General Officers, or Admirals' automobile plates.**

18. When a person is running and encounters a situation where a salute is required, what should the individual do?

- a. Come to a halt or walk and then salute**
- b. Halt if the flag is involved as in retreat**
- c. Walk if an officer's presence requires rendering of honor**

19. How many guns salute is the Commander in Chief entitled to? The Vice President?

- a. The President: upon arrival and departure, a 21-guns salute**
- b. The Vice President: upon arrival and departure, a 19-guns salute**

**MILITARY JUSTICE**  
**(AR 27-10, DA PAM 27-1)**

1. Who may impose non-judicial punishment under Article 15, UCMJ?

**Any commander upon members of his/her unit**

2. What is the purpose of non-judicial punishment?

- a. Correct, educate, and reform those whom the commander feels cannot benefit from less stringent measures.**
- b. Preserve the member's record of service from unnecessary stigma by a record of a court-martial conviction.**
- c. Further military efficiency by disposing of minor offenses in a manner requiring less time and personnel than trial by court-martial.**

3. What is the maximum punishment under a Summarized Article 15 (DA Form 2627-1)?

- a. Oral Reprimand or Admonition**
- b. Restriction up to 14 days**
- c. Extra duty for up to 15 days**
- d. Any combination of the three**

4. What rights under Article 31, UCMJ, must a soldier be made aware of when he/she is notified of being counseled for punishment under Article 15, UCMJ?

- a. The right to remain silent**
- b. The right to counsel**
- c. The right to demand trial**
- d. The right to present his/her case in the presence of the imposing commander**
- e. Call witnesses**
- f. Present evidence**
- g. Request that he/she be accompanied by a spokesperson**
- h. Request an open hearing**
- i. Examine available evidence**

5. What is a reprimand?

**An act of formal censure which revokes or rebukes the offender for misconduct. A reprimand may be oral or written.**

6. What is meant by "remission"?

**An action whereby any portion of the unexecuted punishment is canceled.**

7. What is the maximum punishment under a Company grade Article 15 (O-3 and below)?

- a. Forfeiture of 7 days pay x one month**
- b. Detention of 14 days x one month**
- c. 14 days extra duty and/or 14 days restriction**

8. What is the maximum punishment under a Field grade Article 15 (O-4 and above)?

- a. Forfeiture of 1/2 month's pay x two months**



- b. Detention of 1/2 month's pay x 3 months**
- c. 45 days extra duty and/or 60 days restriction**

9. What is the highest court in the military?

**The Court of Appeals (three judges are appointed by the president and it is the final authority in court martial cases)**

10. What is the purpose of a flagging action?

**To suspend favorable personnel actions while under investigation or while under investigation or while processing for disciplinary action or elimination proceedings.**

11. What is the maximum punishment for each court martial?

- a. Summary: confinement at hard labor for one month, forfeiture of 1/3 pay for 1 month, and reduction in grade**
- b. Special: confinement at hard labor for six months, reduction to the lowest enlisted grade, and possible bad conduct discharge**
- c. General: confinement at hard labor for life, reduction to the lowest enlisted grade, dishonorable discharge, or death**

12. What is the purpose of a military judge?

**To ensure that rights are protected and correct legal procedures are followed**

13. What is the Uniform Code of Military Justice (UCMJ)?

**It is the federal law that is the basis of the military system of justice. It declares what conduct is a crime, establishes the types of courts, and sets forth procedures to be followed.**

14. When considering an appeal, what actions can the next higher authority take?

**Leave the punishment as is, reduce the punishment, or set aside the punishment**

15. Can a commander refer an Article 15 to a higher authority?

**Yes, when he/she feels his/her authority does not allow sufficient punishment**

16. What types of extra duty may not be imposed?

- a. Duty that is considered cruel and unusual**
- b. Duty not sanctioned by customs of the service**
- c. Duty normally considered as an honor**
- d. Duty required to be performed in a degrading or ridiculous manner**
- e. Duty constituting a safety or health hazard**
- f. Duty demeaning to the soldier's rank**

17. What does Article 86 deal with?

**AWOL**

18. What does Article 134 deal with?

**Anything not covered in any previous article**

19. What does Article 138 deal with?

**Formal complaint against an officer in your chain of command when you feel that you been wronged. The complaint will be investigated and reviewed by the Staff Judge Advocate.**

20. What is Article 15, UCMJ?

**It is a type of non-judicial punishment for minor offenses imposed upon military personnel by his/her commander.**

21. What does the term "minor" mean in reference to Article 15, UCMJ?

**The term "minor" generally means the maximum punishment would not include a dishonorable discharge or confinement at hard labor for more than a year (this is not a hard fact rule). The commander must give due regard to the circumstances surrounding the commission of the offense and the personal history of the offender.**

22. The Article 15, UCMJ, may be divided into two categories. What are those two categories?

**Company and Field Grade Article 15**

23. Discuss the two categories of Article 15, UCMJ.

**A Company Grade Article 15 is imposed by a company grade officer (normally at the detachment/company level). Where as a Field Grade Article 15 is imposed by a field grade officer (major and above), normally in command of a battalion or higher. If the field grade officer is commanding a detachment or company, the Article 15 imposed by him/her is automatically a field grade Article 15. In all respects, other than maximum authorized punishment, both types of Article 15 are identical.**

24. What are some of the considerations that the commander should take before taking acting under Article 15, UCMJ?

**The commander should have reasonable grounds to believe the alleged misconduct actually took place, the misconduct was an offense under the UCMJ, the accused committed the offense, and no determination of guilt should be made until after all the evidence is considered.**

25. What are the two types of proceedings that a commander might elect to exercise when administering an Article 15, UCMJ?

**He/she may use summarized or formal proceedings.**

26. What rights does a soldier have under a summarized proceeding?

- a. Right to remain silent**
- b. Right to know the offense(s) allegedly committed and article(s) of the UCMJ allegedly violated**
- c. Right to demand a trial**
- d. Right to appeal**

27. What rights does a soldier have under a formal proceeding?

- a. Right to remain silent**
- b. Right to consult a lawyer**
- c. Right to demand a trial**
- d. Right to present his/her case to the imposing commander**
- e. Right to call witnesses and to present evidence**

- f. Right to be accompanied by a spokesperson**
- g. Right to request an open hearing**
- h. Right to examine all available evidence**

28. What is the meaning of mitigation and extenuation?

- a. Mitigation means a reduction in either the quantity or the quality of punishment.**
- b. Extenuation means circumstances surrounding the offense showing the offense was not very serious.**

29. If an individual punished under Article 15 believes that punishment imposed is too severe for the offense committed or that he/she should not have been punished at all, what action can he/she take?

**The individual can appeal to the next higher authority.**

30. What is the purpose of announcement of punishment (posting Article 15 on unit bulletin board)?

**To preclude perceptions of unfairness of punishment and to deter similar misconduct by other service members**

**NBC**  
**(FM 3-3, 3-4, 3-5, 3-100)**

1. What does the acronym "NBC" stand for?

**Nuclear, Biological, Chemical**

2. What FMs cover NBC?

**FM 3-3, 3-4, 3-5, and 3-100**

3. What is "MOPP"?

**Mission Oriented Protective Posture**

4. What does the acronym "BDO" stand for?

**Battle-dress Over-garment**

5. What is the first step when donning the M40 series protective mask?

**Stop breathing**

6. What are the levels of MOPP?

- a. MOPP 0: NBC gear and mask readily available**
- b. MOPP 1: over-garment worn; boots, mask, and gloves carried**
- c. MOPP 2: over-garment and boots worn; mask and gloves carried**
- d. MOPP 3: over-garment, boots, and mask worn; gloves carried**
- e. MOPP 4: everything worn**

7. What is continuous monitoring and when do you do it?

**Continuous surveillance for radiation in the unit's area or position; done when a nuclear detonation is observed or reported, an NBC 3 report is received, when a dose rate of 1 centigrade is reported, or when directed by higher elements.**

8. Describe the colors used on NBC marking signs.

- a. Nuclear marker: white background with "ATOM" written in black**
- b. Biological marker: blue background with red lettering**
- c. Chemical marker: yellow background with red lettering**

9. What is M8 paper used to detect?

**Liquid agents**

10. How is M9 paper worn?

**On opposite sides of the body (i.e. left leg, right wrist, left arm)**

11. What chemical agent detector kit is used to detect chemical agents?

**M256A1 Chemical Agent Detection Kit**

12. What piece of TA-50 can be used as overhead cover during a chemical or biological attack for the air?

**The poncho**

13. Identify six major types of chemical agents.

**Nerve, blister, blood, choking, psycho-chemical, and irritants**

14. What is the first step you perform when crossing a contaminated area?

**Continuous monitoring**

15. What is the priority of an initial NBC 1 report?

**Flash**

16. When conducting unmasking procedures using the M256 detector kit, how long are chosen soldiers told to unmask?

**5 minutes**

17. What is the means of delivery for chemical and biological agents?

**a. Artillery shells**

**b. Aerial bombs**

**c. Mist or fog sprayed by aircraft mortars**

18. When supervising radiation monitoring, you must choose between the direct and indirect monitoring technique. What is the major difference between the two?

**Indirect monitoring is done inside a shelter while direct monitoring is outside of the shelter.**

19. What chemical is used when checking the operation of the protective mask?

**Amyl acetate**

20. When positioning the M8A1 chemical agent alarm, what is the maximum distance from the unit and how far apart are the detectors spaced?

**A maximum of 150 meters out and no more than 300 meters apart**

21. You are in an NBC environment and you have just used the M256A1 chemical agent detector kit, what is your next step?

**Report the results to your supervisor**

22. Before crossing a chemically contaminated area, what actions should you take as a supervisor?

**Select the shortest route possible, ensure all vehicle operators close all doors, windows, etc., assume MOPP 4, and have soldiers attach M9 chemical paper to their clothing and equipment**

23. What is an NBC 1 report?

**It is an initial observer(s) report of any NBC attack**

24. Describe some of the information contained in an NBC 1 nuclear report.

- a. Date and time of attack**
- b. Flash-to-bang time**
- c. Illumination time**
- d. Type of burst**
- e. Location to ground zero (GZ) or azimuth of attack**
- f. Stabilized nuclear cloud measurements**

25. How many Mark I nerve agent antidote kits does a soldier receive?

**Three**

**NCOER**  
**(AR 623-205)**

1. What is the minimum period of time for rater qualification?

**90 days**

2. What is the minimum period of time for senior rater qualifications?

**2 months**

3. What is the minimum period of time for the reviewer?

**There are no time requirements**

4. What is the minimum time period before an initial counseling must be completed?

**30 days**

5. Who is responsible for obtaining the rated NCO's signature?

**The senior rater**

6. How many types of reports are there for active duty Army and what are they?

**There are four: Annual, Change of Rater, Relief for Cause, and Complete the Record**

7. What AR governs NCOERs?

**AR 623-205**

8. What form is used for the NCO Counseling/Checklist Record?

**DA Form 2166-8-1**

9. Are NCOERs required for POWs?

**No**

10. Are handwritten comments allowed on the NCOER?

**No**

11. What is the time period for submitting an appeal to the NCOER?

**Within five years**

12. What NCOER is used upon the removal of an NCO from a ratable assignment based on the decision by a member of the NCO's chain of command?

**Relief for Cause**

13. If an annual report does not meet the 90 day minimum rating period and rater qualifications, what happens?

**The report period will be extended until the minimum requirements have been met.**

14. Rating an NCO's fears, inner feelings, enthusiasm, and overall confidence fall into which rated category?

**Physical Fitness/Military Bearing**

15. In the non-rated month block, what does a "Q" code mean?

**Lack of rater qualifications**

16. Fifteen non-rated days constitutes how many non-rated months?

**None**

17. What annotation will be made on an NCOER if the NCO served as a member of a court martial?

**None**

18. When will a member of an allied force meet senior rater qualifications?

**Never**



**PHYSICAL READINESS TRAINING**  
**(FM 21-20, AR 350-41)**

1. What are the seven basic principles of exercise?

- a. Regularity**
- b. Progression**
- c. Overload**
- d. Balance**
- e. Variety**
- f. Specificity**
- g. Recovery**

2. What does the acronym "FITT" stand for?

- a. Frequency**
- b. Intensity**
- c. Time**
- d. Type**

3. What does "type" refer to?

**The type of exercise to be performed**

4. At least four groups of soldiers may require special fitness training programs. Name two.

- a. Those who fail the APFT and do not a medical profile.**
- b. Those who are overweight and not IAW body fat standards of AR 600-9.**
- c. Those that have either permanent or temporary medical profiles**
- d. Those who are over 40 and have not been medically screened or need guidance on their fitness program**

5. What improvements are produced through an aerobic training program?

**It improves the cardio-respiratory systems ability to deliver oxygen to working muscles. It also improves the muscles' ability to use it and the system's ability to carry waste products.**

6. Name three alternate aerobic exercises.

- a. Swimming**
- b. Bicycling**
- c. Cross-country skiing**

7. Define muscular strength.

**The greatest amount of force a muscle or muscle group can exert in one movement.**

8. When does an isometric contraction occur?

**When a muscle exerts a force but does not shorten in length**

9. Theoretically, what type of exercise places a maximum work load on the muscle throughout the entire range of motion?

**Isokinetic**

10. In strength training, a set ends with the exerciser's inability to perform another repetition. What is this called?

**Working to failure**

11. What is a set?

**The number of repetitions done without rest**

12. What are partner-resisted exercises?

**A form of strength training in which a person performs an exercise against a partner's opposing resistance.**

13. How is flexibility best developed?

**Through stretching exercises**

14. According to FM 21-20, what is satisfactory weight loss?

**1/2 to 1 1/2 pounds per week**

15. Define body composition.

**The relative amount of fat and lean body mass (muscle, bone, and mineral tissue) in the human body.**

16. What AR covers the Army Physical Fitness Program?

**AR 350-41**

17. How often can a commander administer an APFT?

**As often as he wishes (must specify beforehand when the results are for record purposes)**

18. Name three publications commanders can use to help develop PT programs for soldiers.

**FM 21-20, DA PAM**

19. What does the 2-mile run test?

**This event measures aerobic and leg muscle endurance and cardio-respiratory fitness.**

20. When properly interpreted, what do results of the APFT reveal?

- a. Each soldier's physical fitness level**
- b. The unit's level of fitness**
- c. Deficiencies in physical fitness evaluation**
- d. Persons who require special attention**

**SECURITY**  
**(AR 380-5, FM 19-30)**

1. What are the three markings authorized for classified documents?

- a. Confidential**
- b. Secret**
- c. Top secret**

2. What regulation covers information security?

**AR 380-5**

3. If classified material is lost or possibly compromised, who has responsibility to report the incident?

**The person(s) having knowledge**

4. Who is responsible for security?

**Everyone**

5. Who is notified when a security compromise or loss occurs?

- a. Immediate commander**
- b. Supervisor**
- c. Security manager**
- d. Other reporting agencies**

6. When typing classified material, is the ribbon destroyed or secured after use?

7. Can items having monetary value such as cash, jewelry, etc., be stored with classified material?

**No**

8. What two markings shall not be used to identify classified materials?

**"For official use only" and "Limited official use"**

9. Guards and duty personnel should inspect security containers at least how often?

**Every two hours**

10. Should activities that store classified information have end-of-day checks?

**Yes**

11. What does the acronym "OPSEC" mean?

**Operations security**

12. What is operations security?

**It is the process of identifying critical information and subsequently analyzing friendly actions pertaining to military operations and activities.**

13. OPSEC reporting will be handled like what other incident-reporting requirement?

**Subversion and espionage directed against the U.S. Army (SAEDA)**

14. Who can be granted security clearances?

**Personnel cleared by proper authorities who have authorized possession, knowledge, or control of classified information.**

15. Do personnel have access to classified information by virtue of rank?

**No**

16. What color is the "secret" label on security containers?

**Red**

17. What color is the "top secret" label on security containers?

**Orange**

18. What color is the "confidential" label on security containers?

**Blue**

19. What color is the "unclassified" label on security containers?

**Green**

20. Is there a mandatory requirement for personnel with security access to receive education classes?

**Yes**

## **TRAINING the FORCE**

### **(FM 25-100)**

1. What is training?

**Training is the means to achieve the tactical and technical proficiency that soldiers, leaders, and units must have to enable them to accomplish their missions.**

2. How long is the training year for the average soldier in a Reserve Component unit?

**It consists of 24 days of inactive duty training (IDT), 15 days of annual training, and 39 days per year**

3. What does challenging training inspire?

**It inspires excellence by fostering initiative, enthusiasm, and eagerness to learn.**

4. Who is responsible for maintaining all assigned equipment in a high state of readiness in support of training or combat employment?

**Soldiers and leaders**

5. To accomplish their training responsibility, list three of the five things that commanders must do.

- a. **Base training on wartime mission requirements**
- b. **Identify applicable Army standards**
- c. **Assess current levels of proficiency**
- d. **Provide the required resources**
- e. **Develop and execute training plans that result in proficient individuals, leaders, and units**

6. What is battle-focus and what does it do?

**Battle-focus is a concept used to derive peacetime training requirements from wartime missions. Battle-focus guides the planning, execution, and assessment of each organization's training program to ensure its members train as they fight.**

7. What does the term "METL" stand for?

**Mission Essential Task List**

8. What are the two primary inputs to METL development?

**War plans and external directives**

9. There are three types of training plans. What are they?

- a. **Long-range**
- b. **Short-range**
- c. **Near-term**

10. List three of the six factors that training plans will do if properly developed.

- a. **Maintain a consistent battle-focus**

**b. Be coordinated between associated combat, combat support, and combat service support organizations**

**c. Focus on the correct time horizon**

**d. Be concerned with future proficiency**

**e. Cause organizational stability**

**f. Make the most efficient use of resources**

11. What is the "OPTEMPO" of an organization?

**It is the average annual miles or hours of operation for its major equipment systems.**

12. What is a significant resource consideration in Reserve Component planning?

**It is the allocation of available training time.**

13. How many days prior to the start of each quarter does the Active Component division provide quarterly training guidance to subordinate commands and installations?

**At least 90 days**

14. What does multi-echelon training allow?

**It allows simultaneous training and evaluation on any combination of individual and collective tasks at more than one echelon.**

15. What is the key requirement for division and brigade commanders in regards to training resources?

**The key requirement is to coordinate short-term training plans with the various resource processes that support training.**

16. During the short-range training briefing, the subordinate commanders, as a minimum, usually address nine areas. List three of these areas.

**a. A review of the last short-range planning period's accomplishments and shortfalls**

**b. The organization's METL and assessment of proficiency levels**

**c. A presentation of the organization's short-range planning calendar**

**d. A description of upcoming training events**

**e. Leader development program with emphasis on officer war fighting skill development**

**f. Approach to be used for preparing trainers and evaluators**

**g. Force integration plans for the upcoming period**

**h. Resource allocation**

17. In regards to preparation for training, what do pre-execution checks cover?

**They cover the preparation of the individuals to be trained, the trainers who will execute and evaluate the training, and the training support required.**

18. What does well-structured training contain?

**It contains a mixture of initial and sustained training**

19. What does realistic training require?

**It requires organizations to train the way they will fight or support on the battlefield.**

20. Does safe training result from the systematic management of inherently dangerous training risks?

**Yes**

21. What are the principal source documents for training and evaluation outlines (T&EOs)?

- a. MTPs**
- b. Soldiers' manuals**
- c. Drill books**
- d. Similar publications**

22. Who stated, "The best form of welfare for the troops is first class training for it saves unnecessary casualties"?

**Field Marshal Erwin Rommel**

23. What does evaluation of training measure?

**It measures the demonstrated ability of individuals, leaders, and units against specified training standards.**

24. What does "AAR" stand for and what does it provide?

**The after action review provides feedback for all training.**

25. What are the four parts of an AAR?

- a. Establishing what happened**
- b. Determining what was right or wrong with what happened**
- c. Determining how the task should be done differently the next time**
- d. Performing the task again.**

26. Are senior leaders supposed to make on-the-spot corrections, underwrite honest mistakes, and demand aggressive action to correct training deficiencies?

**Yes**

27. List four of the many sources of training feedback available to senior leaders.

- a. Training planning assessments**
- b. Senior, lateral, and subordinate headquarters training plans**
- c. Quarterly training briefs (QTB)**
- d. Yearly training briefs (Reserve Component)**
- e. Resource allocation forums such as PBACs or range scheduling conferences**
- f. Personal observations**
- g. Leader development discussions**
- h. Staff visits**
- i. Evaluation data**

28. What does "MILES" indicate?

**Multiple Integrated Laser Engagement System**

29. What is force integration?

**It is the process of incorporating new doctrine, equipment, and force structure into an organization while simultaneously sustaining the highest possible levels of combat readiness.**

**WEAR and APPEARANCE of the MILITARY UNIFORM**  
**(AR 670-1)**

1. When is a beard authorized?

**When prescribed by appropriate medical authority**

2. Describe the authorized wear of the black beret?

**The beret is worn so that the headband (edge binding) is straight across the forehead, 1 inch above the eyebrows. No hair may be visible on the forehead beneath the headband.**

3. What is the proper wear of the regimental crest on the Class A uniform?

**a. Males: 1/8 inch above the pocket seam; when unit and foreign awards are worn, it will be worn 1/4 inch above them**

**b. Females: 1/2 inch above the nametag; when unit and foreign awards are worn, it will be worn 1/4 inch above them**

4. When is the wearing of the black four-in-hand tie required with the Army Dress Blue uniform?

**When the uniform is worn before retreat**

5. What is the proper distance between badges on the Class A uniform?

**1 inch**

6. What is the proper length of the skirt for the female Class A uniform?

**Not more than 1 inch above or 2 inches below the crease in the back of the knee**

7. Describe how the males white long sleeve shirt is worn.

**The shirt is worn with the Army Green uniform by enlisted men as a dress uniform and with the Army Blue and White uniform by all males.**

8. Who is authorized to wear the Regimental Distinctive Insignia?

**The Regimental Distinctive Insignia is worn by all soldiers affiliated with a regiment.**

9. The wearing of full sized decorations and medals is authorized for wear on what uniforms?

**They may be worn only on the Army Blue and White uniforms and the Green Dress uniform, by enlisted personnel, when worn for social functions.**

10. How are service stripes worn on the Army Green uniform coat?

**a. Centered on the outside bottom half of the left sleeve on the Army Green uniform coat**

**b. Placed at a 45 degree with the lower end toward the inside seam of the sleeve and placed 4 inches from the bottom of the sleeve**

**c. For each additional period of three years, another service stripe will be added above parallel to the first stripe with a 1/16-inch space between stripes**

11. How are overseas service bars worn on the Army Green Dress uniform coat?



- a. Centered on the outside bottom half of the right sleeve of the Army Green Uniform coat
- b. The lower edge of the overseas service bar will be placed 1/4 inch above the sleeve braid of the coat for officers and 4 inches above and parallel to the bottom of the sleeve for enlisted.
- c. Each additional bar is spaced 1/16 inch above and parallel to the first bar.

12. When are soldiers authorized to wear bow ties with the Army Green Dress or Dress Blue uniform?

**It will be worn after retreat and by enlisted men with the Army Green Dress uniform at social functions.**

13. Are distinctive unit insignias authorized for wear on the Army Dress Green uniform?

**No**

14. What months is the Army White uniform usually worn and under what conditions is it worn year round?

**It is authorized for wear from April to October except in clothing zones I and II where it may be worn year round.**

15. What accouterments are authorized for wear with the maternity work uniform?

**Badges, special skill (pin-on only), brassards, branch insignia, grade insignia, headgear insignia, subdued shoulder sleeve insignia, name, and U.S. Army distinguishing tapes**

17. What is the rule of thumb for measuring worn boot heels?

**With the boot or shoe flat on the ground, try to roll a pencil underneath the edge of the heel. If the pencil rolls underneath, the boots are unserviceable and should be replaced.**

18. What is the rule for placement of enlisted men's brass on their uniform?

**"Uncle Sam is always right"**

19. What are the four categories of badges that are worn on the Army uniform?

- a. Marksmanship badges and tabs
- b. Combat and special skill badges and tabs
- c. Identification badges
- e. Foreign badges

20. When must identification tags be worn?

- a. When engaged in field training
- b. When traveling in an aircraft
- c. When outside CONUS
- d. When directed by the commander

21. What is referred to as the "gig line" on the uniform?

**The alignment of the shirt, belt buckle, and trouser fly**

22. Explain the occasions for wear of the female hospital duty uniform.

- a. When directed by the commander

**b. Not authorized for travel or wear off military installations except when in transit between soldier's quarters and place of duty**

**c. Medical personnel providing support activities in the civilian community, such as parades or ceremonies, may wear these uniforms off the installation when authorized by the commander.**

23. Explain the purpose of AR 670-1.

**It prescribes the authorization for wear, composition, classification of uniforms, and occasions for wear for all personal, optional, and commonly worn organizational Army uniforms. It also prescribes the awards, insignia, and accouterments authorized for wear on the uniform and how these items will be worn.**

24. What is the difference between a lapel button and a rosette?

**A lapel button is a miniature enameled replica of an award and is only worn on civilian clothing. A rosette is a lapel device made by gathering the suspension ribbon of the medal into a circular shape and worn on civilian clothing.**

25. Are you allowed to alter the Army uniform? Where would you find guidelines on alterations?

**Yes; AR 700-84 and TM 10-227**

26. Are exceptions made to the regulation based on religious practices?

**Yes**

27. Name the classes of the Army uniform and explain each.

**a. Class A: service uniform**

**b. Class B: service uniform**

**c. Class C: utility, field, and other organizational uniforms (i.e. hospital and food service)**